

## **ITI** *Innovative Technologies, Inc.*

### INVOICING PROCEDURES FOR FREELANCE SUBCONTRACTORS

**Effective Sept. 1, 2002, the following invoicing procedures apply to all ITI freelance subcontractors:**

1. On a weekly basis, the subcontractor should submit an invoice **within five business days** to the ITI accounting department. Invoices must be sent **by mail** to:  
Innovative Technologies, Inc., 4115 Pleasant Valley Road, Chantilly, VA 20151, ATTN:  
Accounting Dept. (**NOTE: ITI no longer accepts invoices via email or fax.**)
2. All invoices should include:
  - your name, address and phone number(s)
  - your email address (optional)
  - a brief description of the work performed
  - your official job title, (i.e. "Studio Camera Operator")
  - the date(s) worked
  - the hours worked (i.e. "8:00 a.m. to 1:00 p.m.")
  - the total number of hours (or days) worked
  - your hourly (or daily) billing rate
  - the total amount being billed

*NOTES:*

- *Please see Attachment A for a sample invoice.*
- *Subcontractors should NOT use government equipment (computers, printers, etc.) to prepare invoices.*
- *Subcontractors who typically submit daily or weekly timesheets to an on-site project manager must submit a copy of their timesheet with each invoice. The timesheet must be signed by the on-site manager.*

3. If expenses were approved in advance by the ITI project manager, the subcontractor shall submit itemized receipts for all allowable expenses. Expenses shall be listed and described on the invoice.

*NOTES:*

- *Please see Attachment B for additional guidelines regarding reimbursement of travel and other expenses*
- *Please see Attachment C for a sample invoice with itemized expenses.*

4. ITI will typically cut your check **30 days after receiving your invoice**. In addition to this 30-day period, you should allow five business days for ITI to receive your invoice after you mail it, two business days for processing, and five business days after we mail it for you to receive it. Inaccurate or incomplete information on your invoice will further delay payment.

*ATTACHMENTS:*    *A. Sample Invoice*  
                          *B. Travel and Expense Reimbursement Guidelines*  
                          *C. Sample Invoice with Itemized Expenses*

## Your Name

# INVOICE

Address  
City, State ZIP  
Phone: 123.456.7890 Fax 123.456.7891  
Email: [yourname@provider.com](mailto:yourname@provider.com)

**DATE: 9/4/02**  
**INVOICE # 20**

**Bill To:**  
Accounting Dept.  
Innovative Technologies, Inc.  
4115 Pleasant Valley Road, Suite 800  
Chantilly, VA 20151  
(703) 322-9400

**For:**  
Studio Camera Operator (Hourly)  
Dept. of Housing & Urban Development  
"Financial Planning" Workshop  
9/3/02  
SR-0999

DESCRIPTION	HOURS	RATE	AMOUNT
Studio Camera Operator -Arrival time: 8:00 a.m. -Departure time: 12:00 p.m.	4	\$31.25/hour	\$125.00
<b>TOTAL</b>			<b>\$125.00</b>

Make all checks payable to **Your Name**

ATTACHMENT B: TRAVEL AND EXPENSE REIMBURSEMENT GUIDELINES

Subcontractors may incur expenses **only when authorized in advance to do so by the ITI project manager**. Without exception, all costs incurred must be reasonable and necessary. Expenditures are subject to audit and are disallowed if not in conformance with stated policy. Allowable expenses may include:

- **Meals (ACTUALS):** ITI reimburses reasonable, actual daily expenditures for food, including tips (not to exceed 15% of meal). Alcohol and tobacco products are not reimbursable. ITEMIZED MEAL RECEIPTS MUST ACCOMPANY EXPENSE REPORTS. Be sure to request an *itemized* receipt. Standard credit card receipts that are not itemized will not be accepted.
- **Mileage, Parking and Tolls:** ITI reimburses personal auto travel for official business at \$.375/mile for actual miles driven, plus parking and tolls, if such travel is authorized in advance by the project manager. Reimbursement for travel by private auto may not exceed the cost of coach air transportation. RECEIPTS FOR PARKING AND TOLLS MUST ACCOMPANY EXPENSE REPORTS WHENEVER POSSIBLE.
- **Lodging:** Lodging should be booked through ITI whenever possible. Otherwise, subcontractors will be reimbursed on an actual cost basis for reasonably-priced lodging. Personal expenses such as movies and personal phone calls are not reimbursable. ITEMIZED LODGING RECEIPTS MUST ACCOMPANY EXPENSE REPORTS.
- **Rental Cars:** Rental car requests must be approved in advance by the ITI project manager. Economy-class cars should be reserved unless a justifiable need exists for another type of vehicle (i.e. transporting large amounts of equipment, traveling off-road, etc.). Subcontractors should waive all supplemental insurance coverage unless otherwise instructed by the ITI project manager. Federal, state and local laws for vehicle operation must be obeyed at all times. RENTAL RECEIPTS MUST ACCOMPANY EXPENSE REPORTS.
- **Air Transportation:** If airline travel is required for performance of the task, ITI shall purchase tickets through its travel agent whenever possible. Subcontractors who book their own flights must use coach class with the best available rates. AIRLINE TICKET RECEIPTS AND ITINERARIES MUST ACCOMPANY EXPENSE REPORTS.
- **Taxi and Airport Shuttle Fare:** Fare to and from terminals are reimbursable. RECEIPTS MUST ACCOMPANY EXPENSE REPORTS.
- **Telephone calls:** Business calls are reimbursable on an actual cost basis. Subcontractors must document business calls with the name of the person or persons spoken to and a brief description of the purpose of the call. Personal calls are considered a personal expense, should be clearly identified, and should not be claimed. Subcontractors are encouraged to use a calling card to reduce telephone expenses and to eliminate or reduce hotel connect charges.

*NOTE: See Attachment C for a sample invoice with itemized expenses.*

## Your Name

# INVOICE

Address  
City, State ZIP  
Phone: 123.456.7890 Fax 123.456.7891  
Email: [yourname@provider.com](mailto:yourname@provider.com)

**DATE: 9/4/02**  
**INVOICE # 100**

**Bill To:**  
Accounting Dept.  
Innovative Technologies, Inc.  
4115 Pleasant Valley Road, Suite 800  
Chantilly, VA 20151  
(703) 322-9400

**For:**  
Producer/Director (Daily)  
U.S. Fish & Wildlife Service  
Patuxent National Wildlife Refuge Video  
9/2/02 to 9/3/02

DESCRIPTION	QUANTITY	RATE	AMOUNT
Producer/Director Services	2 days	\$350/day	\$700.00
Meals (lunch), 9/2/02	1	\$6.50	\$6.50
Meals (dinner), 9/2/02	1	8.00	\$8.00
Meals (breakfast), 9/3/02	1	\$5.00	\$5.00
Meals (lunch), 9/3/02	1	\$6.00	\$6.00
Hotel (9/2/02)	1 night	\$65.00	\$65.00
Mileage (from Fairfax, VA to Laurel, MD and back)	84 miles	\$.365/mile	\$30.66
Blank tape stock, Beta SP format	5	\$20.00	\$100.00
RECEIPTS ATTACHED			
		<b>TOTAL</b>	<b>\$921.16</b>

Make all checks payable to **Your Name**