**ARPA-E Submitting Invoices Checklist**

*Version 4/ September 2016*

# Invoice Supporting Documentation

* 1. [ ] Personnel
		1. [ ] Provide documentation (i.e., a report from financial/payroll system or other available documentation) showing total hours worked by labor category/personnel title and labor rate.

Note: *new key personnel are required to be approved by the Contracting Officer before being added to the project*

* + 1. [ ] Provide explanation for any labor rates that are significantly different than the approved budget justification
	1. [ ] Fringe
		1. [ ] Fringe rate should match the rate from the approved budget justification. If different, provide justification and supporting documentation for the alternate rate.

Note: *for awards with an Effective Date after 7/1/2016, an official budget modification will need to be submitted and approved before new rates can be utilized on an invoice*

* 1. [ ] Travel
		1. [ ] Provide purpose and itinerary for each trip and receipts for all travel expenses over $75
		2. [ ] Make sure lodging and meal costs do not exceed Federal per diem rates or University/non-profit travel policy, if applicable
		3. [ ] Exclude charges for alcohol, seat changes, entertainment, travel insurance, car insurance, or flight change costs. These cost are not allowable.
		4. [ ] Provide justification for any travel that is not in the approved budget justification
	2. [ ] Supplies
		1. [ ] Provide receipts for all large dollar purchases
		2. [ ] Provide additional documentation justifying purchases from non-US vendors, if necessary
	3. [ ] Equipment
		1. [ ] Provide receipts/invoices for all Equipment purchases
		2. [ ] Provide justification for any equipment that is not in the approved budget justification
		3. [ ] Provide additional documentation justifying purchases from non-US vendors, if necessary
	4. [ ] Contractual
		1. [ ] Provide invoices for all contract and subaward costs
		2. [ ] Provide justification for any contract costs that are not in the approved budget justification
	5. [ ] Other Direct Costs
		1. [ ] Provide receipts/invoices for all large dollar ODCs
		2. [ ] If requesting reimbursement for business meals, provide the meeting agenda, date, location, attendees, and itemized receipts for all costs
	6. [ ] TT&O
		1. [ ] Provide supporting documentation for TTO costs by Personnel, Travel, Supplies, Equipment, Contractual, and ODCs using same criteria as above
	7. [ ] Indirect
		1. [ ] Indirect rate should match the rate from the approved budget justification. If different, provide justification and supporting documentation for the alternate rate.

Note: *for awards with an Effective Date after 7/1/2016, an official budget modification will need to be submitted and approved before new rates can be utilized on an invoice*

# Reimbursement Request Spreadsheet

* 1. [ ] Use the ARPA-E template or similar format

Note: *the ARPA-E template and an example can be obtained from your financial analyst or in the ARPA-E Invoice Guide*

* 1. [ ] Separate out TT&O costs, ensuring that they are also reported against the category/categories in which they were budgeted.
	2. [ ] Make sure the required cost share percentage is being met. If not, revise the documentation or consider requesting a cost share waiver, if appropriate.

# SF270

* 1. [ ] Make sure the Invoice Period matches the date range for the documentation being submitted
	2. [ ] Make sure (*Total Outlays = Previous Total outlays + new total outlays*) from Reimbursement Request Spreadsheet
	3. [ ] Make sure (*Non-Federal Share = Previous Non-Federal Share + Current Non-Federal Share*) from Reimbursement Request Spreadsheet
	4. [ ] Make sure (*Federal Share = Previous Federal Share - short-payments + New Federal Share*) from Reimbursement Request Spreadsheet
	5. [ ] (*Federal Payments Requested = Amount reimbursed to-date*)
	6. [ ] (*Federal Share Now Requested = Total Federal Share - Amount reimbursed to-date*), which should match the current Federal Share from the Reimbursement Request Spreadsheet
	7. [ ] Sign and date the SF270

# Invoice Submission

* 1. [ ] Submit SF-270 and supporting documentation through VIPERS (<https://vipers.doe.gov/>) and directly to ARPA-E support personnel
	2. [ ] Answer any ARPA-E questions within 5 business days
	3. [ ] Submit reimbursement requests no more frequently than every two weeks