**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