

INVOICES

Q: "Do you have an updated per diem and lodging rate sheet that you could provide, please?"

- A: Rates can always be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Q: "Do subconsultants need to use this format when they submit their invoices to us?"

- A: Primes and subs need to use the same template. Do not modify the template.

Q: "What is an example of a correct file name?"

- A: The file name will be the 2- or 3-digit preface (if the preface is only E please make it CE), 4 digit contract number, 2 digit work order number (if it applies) and 2 digit progress billing number. Environmental will add an underscore and R + the region.
- A: An Environmental file name would be CE23151219_R3. If it's not Environmental, then it would just be CE23151219. If there is no work order number, then it would be CE231519.
- **Please understand that this is just how we are asking you to name your file. You can continue to use your own invoice numbers.**

Q: "Do we need to provide "Proof of Payment" for vendor invoices?"

- A: Yes and no. If you have an account with a vendor that you have paid, please provide proof of payment (bank or credit card statement with all personal information redacted). If not, please note that it is an outstanding account.

Q: "If one employee has 2 trips on an invoice, should those be in separate sections or combined in one section of the template?"

- A: Keep them in the same section but separate the trips

Q: "Do google maps need to be provided for mileage?"

- A: No. As long as you fill out the origin and destination part of the template for mileage, that is all that is required. This will be recorded on the Direct Costs page of the template. Maps only need to be provided for Uber/Lyft

Q: "Which sheets need to be submitted with the final invoice? Do we need to attach our company invoice for back up?"

- A: You no longer have to provide timesheets, a cover letter or company invoice. Please only send the template with receipts for direct costs and subconsultants

Q: "If we show 10 hours for an employee in one day on the log, but overall, the employee just works 40 hours for the week, will it still calculate premium labor?"

- A: Premium labor is based on the company. It could be anything over 8 hours or anything over 40 hours a week. Consultants are responsible for inputting premium hours.

Q: "In the past if there was a raise, we had to send in a letter stating there was a raise (or reason for pay change). Is that still needed?"

- A: Yes. You can also just add a note on the page that there was a wage increase. Also, please specify the wage differences by adding "- 1" or "- R" on the labor log so that the summary page will calculate correctly.

Q: "If we bill for mileage one month (i.e. August), but don't receive hotel receipts for the trip for another 30 days, do we have to resubmit the previous invoice or can we include that with the next month's invoice (September)?"

- A: Please keep all travel together. That includes mileage, lodging, and per diem.

Q: "Do we need to fill in pay terms (if average is 45 days)?"

- A: Yes. Professional Services has 45 days to input into Edison. The pay term is based on the date of the invoice. For example, say you send an invoice dated Oct. 1 and your pay term is 30. If we receive it on Oct. 1, we approve it, the contract manager approves it and we put it into Edison and Finance approves it the same day, the payment won't be released until Oct 31 because the pay term is 30 days.