**WORK AGREEMENT INVOICING INSTRUCTIONS**

**October 2015**

**INVOICING**

**A. JHU shall submit invoices once monthly**. Email invoice attachment shall be sent **in PDF Format** to: APL-ACCOUNTS-PAYABLE@JHUAPL.EDU . Invoices submitted in any other format will not be accepted. The subject line must contain the University’s Name, Work Agreement Number, and Amount of current invoice. Invoices submitted in PDF Format must still be signed as per paragraph B.5. below.

**B.** In order for payment to be made, invoice(s) shall include the following:

**1.** APL Work Agreement Number

**2.** Billing Period

**3.** APL Charge Number (TA)

**4.** Dollar Amount for each Task

**5.** Signed certification statement as per below:

"The undersigned hereby certifies that all payments requested are for appropriate purposes and in accordance with the agreement.”

NAME TITLE DATE”

**C.** JHU shall invoice by Task and shall include current and cumulative charges by Task number (as listed in the Statement of Work) for each of the following cost elements:

**1.** Labor costs per category

**2.** Travel costs

**3.** Material costs

**4.** Lower-tier Subcontract costs

**5.** Any other direct costs

**6.** Overhead costs

**7.** F&A costs

**TRAVEL**

**A. All travel costs must be in accordance with Federal Travel Regulations (FTR) found at the following link: www.gsa.gov/federaltravelregulation**. Federally approved per diem rates for lodging, meals, incidentals and mileage reimbursement are available at the following link: www.gsa.gov/perdiem. When making hotel reservations ask for the government rate. A listing of preferred government lodging is available at www.fedrooms.com.

**B. Documentation to validate travel and other direct costs shall be included with the invoice for reimbursement**. Documentation refers to copies of original receipts to support all travel expenses: lodging, airline, meals, taxi, parking etc. If an invoice does not have the proper travel documents attached as backup, the invoice will be rejected.

**C.** JHU shall ensure that all labor charges are fully supported by Effort Reports certified correct by the signature of the individual performing the work and the administrator cognizant of the hours, days or other work unit delivered by the individual in direct performance of this Work Agreement. Upon APL's request, JHU shall provide access to the Effort Reports related to this Work Agreement, cross-referenced to the invoice on which the time was invoiced. All Accounting records related to this Agreement, including salary documentation, shall be kept on file and made available to APL upon request.