Subaward Billing Requirements

All invoices submitted for payment must:

1. Include the following items:
   a. Current Period Costs for which reimbursement is being requested
   b. Cumulative Costs
   c. Cost Share Expenses (if applicable)
   d. Certification Statement:
      “By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)”
   e. Signature by Designated Authority
2. Costs must be reported by the categories delineated in the approved budget in Attachment B
3. If applicable, foreign costs must be converted to U.S. dollars using the currency exchange rate on the last day of the invoice billing period. The recommended website for currency conversion is http://www.xe.com/currencytables/.
4. See Sample Invoice and Sample Cost Share Report examples provided below

The following supporting documentation must also be provided for all invoices:

1. Detailed Transaction Listing
2. Labor Detail

The following supporting documentation must be available upon request throughout the project period:

- Salary or Appointment Letters
- Payroll Certification Records
- Receipts for all individual transactions