

SPF-PFS Prevention Training Scholarships

Invoicing FAQ

Q: When should I submit my invoice?

A: This is a reimbursement scholarship. You may submit your invoice to Leslie Hoylman after you return from your conference. The final date to submit your invoice is 15 days after conference completion.

Q: What Information do I need to include on my invoice?

A: A template is available on the <https://www.spfdfs-seo.com/>. You are not required to use this template. However, if it's helpful to you, please do so. Please include the following information on your invoice:

1. Purchase order number (this number can be found on the upper left corner of your PO, identified as *order number*).
2. Subaward number (21163)
3. Invoice number
4. Invoice date
5. Dates of service- for example if your conference was held August 1-3, 2023, the dates of service would be the date you made your first purchase (flight, hotel, registration, etc.)- August 3, 2023.
6. The expense should be outlined by "category," "Description," "Quantity," "Rate," and "Amount." (please refer to the template for an example).
7. Remit to address that matches the *New Supplier* forms previously filled out

Q: Do I need to submit receipts for expenses?

A: You must submit a receipt for the following expenses:

- Flights
- Hotel stays
- Conference registration fees
- Airport parking
- Transportation expenses to and from the hotel/airport
- Car rental
- Taxi, Uber, Lyft, etc.

You will also need to provide an agenda for the conference that includes information about which meals are included in the registration fee.

Q: Are there expenses for which I do not need to submit receipts for?

A: Receipts are not required for:

- Meals on your own (you are reimbursed at the meal's per diem rate, but will need to itemize the meal and per diem rate for the meal on your invoice)
- Transportation to and from meals and leisure activities are not part of the conference events, this is part of the incidental per diem that will be reimbursed to you
- Incidentals (for example, a bottle of water at the airport)

- Mileage can be billed at the current [Privately Owned Vehicle Mileage Reimbursement rates](#) as set by GSA. Please itemize each trip in your invoice and indicate the GSA rate was used to calculate mileage.

Q: What is not reimbursable?

A: Any hotel incidentals including upgraded data, movies, room services, or in-room beverages/snacks, meal and service tips are included within the daily per diem rate.

Q: How much can I tip?

A: Standard gratuity rate is 20% of the total bill. Any amount over 20% is not reimbursable.

Q: Is there a particular hourly rate that I should bill for time?

A: Please bill at the actual the hourly rate paid to the person traveling to the conference and based on the actual number of hours worked. You are permitted to include benefits if needed (blended hourly rate).

Q: To whom should I submit my invoice?

A: Please send your invoice directly to Leslie (hoylman@ohio.edu) for processing.

Q: When can our agency expect to be reimbursed?

A: Approved invoices will be paid 30 days after the invoice date. If there are questions regarding payment or to track the status of your reimbursement, email financecustomercare@ohio.edu.