

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 (hoylman@ohio.edu) after you return from your conference. The final date to submit your invoice is 30 days after conference completion.

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

A: A template will be shared during the information session. Examples are available on the website: <https://spfdfs-seo.com/>. You are not required to use the template. However, 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, 2024, the dates of service would be the date you made your first purchase (flight, hotel, registration, etc.)- August 3, 2024.
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 Supplier Payee forms on file.

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 (parking, taxi, Uber, Lyft, etc.) to and from the hotel/airport only if over \$75.00 – if under \$75.00 do not need to provide receipt
- Car rental

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

For ease of tracking, please scan receipts and send in one file per traveler

Q: How do I submit mileage?

A: Mileage can be billed at the current [Privately Owned Vehicle Mileage Reimbursement rates](#) as set by GSA. (67 cents per mile). Please itemize each trip in your invoice and indicate the GSA rate was used to calculate mileage. Include your starting address (agency address) and ending address in the effort report.

Q: How do I figure out Per diem?

A: The Per diem for each city is found at this [link](#).

1. Enter your city/state of the conference and scroll down to M&IE rates.
2. To calculate the correct Per diem, please subtract the costs listed for any meals provided by the conference from the M&IE total listed.

Example: Columbus, OH – Total Rate \$64.00 – \$16 (lunch provided by conference) = \$48.00 for the day of the conference

Please be aware that the rate is different for first and last day of travel

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.
- 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
- Alcoholic beverages

Q: How much can I tip?

A: Tip is up to you. All you will be reimbursed for is the per diem rate which includes meals and incidentals (bottle of water, tipping baggage carrier), etc.

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

A: No. Just include the hours and the total amount on your invoice. 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.