

ELC EDE Itemized Invoice Breakdown Guide

Invoice requests **must** include an itemized breakdown of the expenditure(s) requested for the Epidemiology and Laboratory Capacity (ELC) Enhancing Detection (ED) Expansion contract.

This itemized invoice breakdown must include details regarding how the amount requested was spent per category reported, as well as what contract deliverable the expenditure is supporting. For example:

Personnel & Fringe – Identify staff name, title, hourly salary, total hours billed, total amount billed, and which contract deliverable staff member supported, for each staff member billed to this invoice.

Supplies – identify items/goods purchased, their cost, and what contract deliverable this expenditure corresponds to.

Travel – identify any travel expenditures, and what contract deliverable this expenditure corresponds to.

Other – identify goods/services purchased, their costs, and what contract deliverable this expenditure corresponds to.

Equipment – identify equipment purchased, costs, and what contract deliverable this expenditure corresponds to.

The itemized invoice breakdown must be submitted in a clear written format such as an email, Word document, PDF, or Excel spreadsheet.

Note - If expenses are cost-shared, provide a clear breakdown of the amounts charged to ELC EDE.

Please see the **example on the next page** for additional guidance regarding the breakdown (the totals and names included are only an example used for this breakdown):

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EXAMPLE

COMMENTS		NOTES
Personel	\$ 500.00	
Fringe	\$ 200.00	
Supplies	\$ 75.00	
Travel	\$ 150.00	
Other	\$ 100.00	
Contractual	\$ 400.00	
Equipment	\$ 200.00	
Indirect	\$ 142.50	
Total amount requested	\$ 1,767.50	
I CERTIFY THAT THIS REPORT IS TRUE AND THAT ALL PAYMENTS CLAIMED ARE IN ACCORDANCE WITH THE PROVISIONS SET FORTH IN THE CONTRACT.		
AUTHORIZED SIGNATURE	TITLE	DATE

Personnel – Laura Smith, Director (\$20*10 hours worked=\$200) Hannah Smith, Wellness Coordinator – (\$25*4 hours worked= \$100), Sarah Smith, Support Saff (\$10*10 hours worked=\$100), Brock Smith, Support Staff (\$10*10 hours worked=\$100). This staff time supported Section 3.1.1, 3.1.3 & 3.1.4 of the contract deliverables.

Fringe – Laura Smith (\$50), Hannah Smith (\$50), Sarah Smith (\$50), Brock Smith (\$50). This staff time supported Section 3.1.1 & 3.1.4 of the contract deliverables.

Supplies – hand sanitizer (Walmart - \$75). This purchase supports Section 3.1.5 of the contract deliverables.

Travel – Laura Smith overnight stay at a Holiday Inn for LPHA Conference September 6, 2024 (\$150). This corresponds to Section 3.1.4 and 3.1.5 of the contract deliverables.

Other – xerox/printing (\$100). This corresponds to Section 3.1.2 of the contract deliverables.

Contractual – ABC Inc (\$200), Freight LLC (\$200). This corresponds to Section 3.1.4 and 3.1.5 of the contract deliverables.

Equipment – phone system (\$200). This corresponds to Section 3.1.2 and 3.1.4 of the contract deliverables.