**Invoicing Scenarios**

Below you will find two scenarios for conducting an English Forward training at a host site in another part of the country. Your goal for each scenario is to correctly fill out an invoice and determine which receipts, if any, must be submitted along with the invoice. Be sure to use the website of the General Services Administration ([www.gsa.gov/perdiemrates](http://www.gsa.gov/perdiemrates)) to determine the per diem rates for each scenario, as well.

**Scenario One:**

You are holding a training on September 3rd and 4th in Seattle, Washington. You fly out the evening of September 2nd and return in the afternoon of September 5th. The Literacy Coalition buys your plane ticket ($282 roundtrip) from United Airlines and you check one bag at a cost of $25 each way, which you pay at the check-in counter. You rent a car for the days you’re in Seattle, at a total cost of $142.18. You spend $47.53 on gas and $160 on meals during your time there. You stay at the Days Inn Seattle - North of Downtown for three nights for a total cost of $346.77, which is paid by the Literacy Coalition.

**Scenario Two:**

You are holding a training on November 12th and 13th in Indianapolis, Indiana. You fly out the evening of November 11th and return the evening of November 13th. The Literacy Coalition buys your plane ticket ($359 roundtrip) from American Airlines and you check one bag at a cost of $25 each way, which you pay at the check-in counter. You rent a car for the days that you’re in Indianapolis, at a total cost of $72.60. You spend $38.72 on gas and $134 on food during your time there. You stay at the Candlewood Suites Indianapolis Downtown Medical District for two nights at a total cost of $208.28, which is paid by the Literacy Coalition.

**Questions to consider for each scenario:**

* Which receipts are you required to submit for reimbursement?
* Which receipts don’t you need?
* What is the per diem for each day? What about on days that you travel?
* Are there any expenses that wouldn’t be covered by the Coalition?
  + If not, what expenses do you think you would need to cover on your own?
* How should this information be displayed on the Invoice?

NOTE: The questions above are not meant to be answered explicitly. But be sure to think about them when filling out the invoice. Please use the attached invoice template to create an invoice for each scenario above.

|  |  |
| --- | --- |
| [Contractor]  [Street Address]  Phone [Phone Number]  Email [Email address] | INVOICE |
| Invoice #[100]  Date: [Pick the date] |

|  |  |
| --- | --- |
| To:  Literacy Coalition of Central Texas  835 N. Pleasant Valley Road  Austin, Texas 78702  (512) 735-2533 | For:  [Training Name]  [Training Location]  [Training Dates] |

|  |  |  |  |
| --- | --- | --- | --- |
| DESCRIPTION | units | RATE | AMOUNT |
| *Example: Contract rate for facilitating 2-day training in Little Rock, AR* | *1* | *1,000.00* | *1,000.00* |
| *Example: United Airlines: Checked luggage fees* | *2* | *25.00* | *50.00* |
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|  | TOTAL | |  |

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| --- | --- | --- |
| Make all checks payable to [Contractor]   |  | | --- | | Which receipts would you need to submit with your invoice? Please check all below that apply. | | * Gas * Dinner * Checked luggage * Book you bought at the airport * Rental Car | |
|  |