

Invoicing Procedures for Training Team Contractors

When to Submit Invoices and Payment:

- Submit invoices within ten (10) working days after completion of training.
- Payment will be issued within three (3) weeks of receiving all appropriate documentation.
- Submit invoices and any applicable documentation via: <https://airtable.com/shrfMD8kyPxfwRVAu>

Invoice Formatting, Naming and Numbering and Service Description

- **Invoices will be returned if not properly formatted or accompanied by applicable and proper documentation and payment may be delayed.**
- **File Name protocol:**
 - Last name, first name-month,year-Invoice # -training location name- position
 - Example: Ahmadi, Sara-06.2016-Invoice 5-Santa Rosa-Trainer
- **Number invoices sequentially** for any invoice you submit to the office for payment. For example, if you last submitted invoice #10 to ANFT for any position including mentoring your training invoice will be #11.
- **Invoice Document Format:** Invoices must be submitted in Excel or Word format. All invoices must be on your company's letterhead and/or include your company's logo, or if this is not established yet, it must be an invoice you created.
- **Invoice Information:**
 - Include your company's name (required by June 2019) or the name which payment should be made out to if your company is not established yet. If the invoice is being submitted in your company's name include a line underneath listing your own name as "Submitted by"
 - Your current mailing addresses
 - Service Fee according to your contract
 - Position and training name
- **Descriptions** - All line-items must include:
 - General description for invoiced service (ie: training, travel, air fare, lodging, meals, etc)
 - Date of service or purchase made
 - Description of items purchased, company purchased from and corresponding numbered receipt
 - All fees and reimbursements requested must be billed individually per event or project. You may not bill for mentoring or any other project on a training team invoice

Note: If one person on the training team pays for the lodging of other contractors the cost needs to be divided accordingly and the contractor who paid submits the receipt and request reimbursement for their own portion only, up to the allotted amount stated in the contract. The receipt also needs to be given to the other contractors who have expenses on the receipt so that they can submit it with their invoices and request reimbursement for their portions. ANFT does not get involved in the repayment from one contractor to another. The money exchanged between the contractors is handled among themselves but obviously they need to be in agreement about the amount they are each going to claim so that between them only the total amount of the receipt is requested.

The daily allotted incidentals amount, including travel meals if applicable, do not require receipts for reimbursement, instead you can simply request the total amount allotted by your contract.

All purchases aside from the daily incidentals must be supported by numbered receipt documentation submitted with invoice. ANFT accepts scans in PDF format only. JPEG and other formats are not acceptable.

Please refer to your contracts Exhibits if you have additional questions about approved expenses or invoice processing.

If you are a non-US based contractor and wish you update your preference of payment method before payment on your next invoice is made follow the instructions on this document: [Non-US Contractor Payment Options and Policies](#). All US based contractors will be paid by check mailed to the address on your invoice.

Time Saving Tips:

- Mastering your documentation skills and keeping receipts in a place where they will not be wrinkled or exposed to light will really save you time and headaches of having to communicate back and forth if something is illegible.
- Make sure to send scanned receipts as these are much easier to read. Some programs claim they can turn a picture or jpg into a scan. These are more difficult to read. If it looks like a picture it is not the type of scan we need. Most office supply stores have scanners that can be used.
- Make sure that the file name is correct, and the invoice number is the same in the file name as on the actual invoice.
- Here are links to templates you can download and edit to use for your companies' invoice:
Excel template: <https://drive.google.com/open?id=1kZTE0uPRz-it37F1qaVrjyfsGQ6JqhSoPGMKjc1ywc>
Word template: https://drive.google.com/open?id=1S8hki5Ulvznm-0p9-Tb0BLBX37MoRB44GBSR2KI_Wng

Thank you!

April 11, 2019