

ATTACHMENT 8- INVOICE REQUIREMENTS/REPORT OF EXPENDITURES

1. At a minimum, the following information must be contained in each invoice:
 - a. Invoice Number (No more than 18 alphanumeric characters)
 - b. Invoice date (MM/DD/YYYY)
 - c. Contract Number
 - d. CLIN
 - e. Vessel Name
 - f. Port (if applicable)
 - g. Vessel Status (NUC-1, NUC-2, NUC-3, FOS, RAV, ROS)
 - h. Contracting Officer Consent Letter Serial Number(s)
 - i. Vessel Project Number (WBS or NWA)
 - j. Expenditure Type
 - k. Invoice Type: Port Services, Maintenance & Repair, or Overtime

2. A Report of Expenditures is required for every invoice submitted under this contract and must be submitted with the invoice for payment. The Report of Expenditures is the supporting documentation for invoices. Any invoice received without this report will be returned to the Contractor. A separate Report of Expenditures is required for each invoice and should only contain information specific to that invoice. The Report of Expenditures shall identify when goods and services are received, not when a PO is written or an invoice is received. For invoices submitted through WAWF, the Contractor may attach file(s), such as the Report of Expenditures. For paper invoices, the Contractor will attach this report to the package. For each Expenditure Type billed under an invoice, the following information will be required. The Tables found on following pages of this attachment provide additional information/instructions.
 - a. Operating Contractor's Purchase Order Number
 - b. Vendor Invoice Number
 - c. Contracting Officer Consent Letter Serial Number
 - d. Expenditure Type Number
 - e. Expenditure Type Description from Contract
 - f. Start of Service (MM/DD/YYYY)
 - g. End of Service (MM/DD/YYYY)
 - h. Amount in Dollars
 - i. Foreign Currency (if paid in foreign currency)
 - j. Amount in Foreign Currency (if paid in foreign currency)
 - k. Description Breakdown (if required by Expenditures Table)
 - l. Quantity (hours, days, events) (if required by Expenditures Table)
 - m. Premium Paid (if required by Expenditures Table)
 - n. Remarks/Justification (if required by the Expenditures Table)

3. For budgeted reimbursables, the Contractor will submit a Report of Receipts on the twentieth day of each month. This report will estimate the number and value of transactions within an Expenditure Type incurred by each ship during the month. For invoices submitted through WAWF, the Contractor may attach file(s), such as the Report of Receipts. For paper invoices, the Contractor will attach this report to the package. This report shall provide the data below.
 - a. Vessel Name / Contract Number
 - b. Expenditure Type Number
 - c. Expenditure Type Description from Contract
 - d. Start of Service or Receipt of Good (MM/DD/YYYY)
 - e. End of Service (MM/DD/YYYY) (Not Required for Receipt of Good)
 - f. Estimated Amount in Dollars of Goods/Services Received for the Month
 - g. Total of Estimated Amount in Dollars reported Fiscal Year-to-Date

**Expenditures Table (to be
used with the Report of
Expenditures)**

CLIN/EXPENDITURE DESCRIPTION	DESCRIPTION BREAKDOWN	QUANTITY	PREMIUM %	ADDITIONAL DATA REQUIRED
Fixed Ship Per Diem				
Per Diem Rates	FOS/ROS/RAV/ NUC-1/NUC-2/NUC-3	X		Justification/Rmks Required
Reimbursable Operating Costs				
ROS Direct Expenses		X		Justification/Rmks Required
War Risk Bonuses and Extra Wages		X		Justification/Rmks Required
Additional P&I Insurance		X		Justification/Rmks Required
Legal Expenses for Claims		X		Justification/Rmks Required
Merchant Marine Cadet Wages/Travel				
Stevedore Damage		X		
Crew Overtime to Support Sponsor Operations		X		Justification/Rmks Required
Additional Crew Wages		X		Justification/Rmks Required
Food Service (Sponsor Personnel)	Log From Vessel	X		
Port Charges and Expenses				
Canal Tolls	Suez/ Panama	X		Justification/Rmks Required
Docking/Dockage		X	X	
Agent Fees		X		
Pilot Fees	Inbound/Outbound	X	X	Justification/Rmks Required
Tug Services	Inbound/Outbound	X	X	Justification/Rmks Required/#hours
Maritime Security Guards		X	X	Justification/Rmks Required
Taxes/Duties/Customs	Taxes/Duties/ Customs	X	X	
Line Handling		X	X	
Launch Services		X		
Hazardous Material Disposal		X		Justification/Rmks Required
Oil Spill Response		X		Justification/Rmks Required
Trash Disposal		X		
Boom Vessel		X		Justification/Rmks Required
Load/Discharge Sponsor Material		X	X	Justification/Rmks Required
Sponsor Telephone Charges		X		Justification/Rmks Required
Other Port Charges/Expenses	Postage/Petties/ Shore Service	X		Justification/Rmks Required
Communications				
INMARSAT (Minutes)		X		
Ship Maintenance and Repair				
ABS Classification Costs	Inspection/Travel	X		Justification/Rmks Required
Ship Overhaul		X		
Shipyard Drydocking		X		Justification/Rmks Required
Underwater Hull Maintenance		X		Justification/Rmks Required
Industrial Assistance	Assistance/Travel	X		Justification/Rmks Required
Salvage Assistance		X		
Propeller Polishing		X		Justification/Rmks Required

Government Approved Alterations		X		Justification/Rmks Required/Alt #
Alteration Development		X		Justification/Rmks Required/Alt #
Service and Technical Representatives		X		Justification/Rmks Required
Repair Parts	Ship/Lighterage	X		Unit of Issue/APL/Part #/NSn/Manuf.
Replacement of Installed Equipment		X		
Calibration of Test Equipment	Gauges/Meters/Test Equipment	X		
Chemical Cleaning of Cargo Holds		X		
Industrial Assistance for Guarantee Work Items		X		Item Number
Ship Engineering Support Services				
Lube Oils, Chemicals, Testing, Firefighting Foam Analysis	Lube Oils, Chemicals, Testing, Firefighting Foam Analysis	X		Justification/Rmks Required
Ship Equipment and Spare Parts				
Ship Spare Parts		X		Unit of Issue/APL/Part #/NSn/Manuf.
Non-ADP Controlled Equipment		X		Unit of Issue/APL/Part #/NSn/Manuf.
Equipment & Purchases				
COSAL Allowance Changes		X		Unit of Issue/APL/Part #/NSn/Manuf.
Fuel				
Propulsion Fuel - DFM (Barrels)		X		
Propulsion Fuel – Bunker MGO		X		
Oils and Chemicals				
Hydraulic Oil and Lubricants	Lube Oil/Hydraulic Oil/Lubricants	X		
Supplies and Material				
Medical Supplies				Vendor Name/Part #/NSN/AMAL
Contractor Travel				
Crew/Port Captain/Engineer Travel	Crew/Port Capt/Port Eng.	X		From Where to Where
Other Government Agency Fees				
USCG Travel	Fee/Travel			Justification/Rmks Required
Training				
Additional Government Required Training		X		Justification/Rmks Required
Force Protection Training				
Force Protection Officer Training		X		Justification/Rmks Required

Freight Charges				
Shipment of Repair Parts, Equipment, Furnishing, Equipage	Ship			Justification/Rmks Required
Other Contractor Provided Services				
Embarkations/Public Affairs Activities				Justification/Rmks Required
Integrated Logistics Support		X		
Other Contractor Provided Services		X		Justification/Rmks Required