***Invoice Detail Report Instructions (December 2023)***

***Purpose***

The Invoice Detail Report will serve as supporting documentation for the “Public Voucher for Purchases and Services Other Than Personal" (SF 1034). CLIN/Task managers will review the data as part of the invoice approval process. This report provides a monthly status of actual and planned FTE hours worked for each task within a designated contract and will be used by Federal personnel as an information source and project management tool. This report will also serve as the base for the staffing report.

***Instructions***

|  |  |
| --- | --- |
| **Item** | **Description** |
| **1** | Enter the Contractor’s name and address. |
| **2** | Enter the contract identification (CID) number. |
| **3** | Enter the CLIN/Sub-CLIN/Task/Subtask/Activity number and title. |
| **4** | Enter a sequential invoice number as designated by the Contractor. |
| **5** | Enter the date the invoice was issued. |
| **6** | Enter the inclusive start and completion dates for the invoice period. |
| **7** | Enter the employee’s name. |
| **8** | Enter the labor category title and Exempt (E) or Nonexempt (NE). |
| **9** | Enter the employee status [full-time (FT), part-time (PT)]. |
| **10** | Enter the employer’s name (prime Contractor, subcontractor). |
| **11** | Enter the employee’s current labor rate. |
| **12** | Enter the actual hours worked in the reporting period by the employee. The available hours may vary by month depending on weekends, holidays, the number of days in a month, etc. |
| **13** | Enter the total labor cost per employee for the period. |
| **14** | Enter full-time equivalent (FTE) actual time worked. |
| **15** | Enter the FTE labor by site. |
|  | Off-site – any location not on one of NETL’s sites as defined in “on-site” below. |
|  | On-site – Federally owned or leased property within the defined boundaries of the sites, including Pittsburgh, PA; Morgantown, WV; Houston, TX; Fairbanks, AK; Albany, OR; and any future sites. |
| **16** | Enter the cumulative hours worked to date per employee. |
| **17** | Enter the previous month’s costs (can be done by copying the values from “Cumulative Current Cost,” column **R** on the spreadsheet). This column will be used to calculate the cumulative current cost column. |
| **18** | The cumulative current cost is the total cost from previous periods plus the cost for the current period. |
| **19** | Enter the total items of 13 through 19 described above. |
| **20** | If applicable, enter the labor G&A rate and dollar amount. |
| **21** | Enter the Total Direct Labor cost to include Labor G&A (if applicable) |
| **22** | Enter the planned/actual labor hours for the current period. |
| **23** | Enter the planned/actual labor hours for the cumulative period. |
| **24** | Other direct costs (ODCs) include those costs other than labor, which are directly related and charged to the CLIN/Sub-CLIN/Task/Sub-Task/Activity. |
| **25** | Enter a very brief description of the other direct costs. |
| **26** | Enter the second-tier subcontractor/consultant’s cost for the period and cumulative to date. |
| **27** | Enter materials and or supply costs for the period and cumulative to date. |
| **28** | Enter the travel costs for the period and cumulative to date. |
| **29** | Enter the training cost for the period and cumulative to date. |
| **30** | Enter the total of all ODCs |
| **31** | Enter the General & Administrative (G&A) rate and amount. |
| **32** | If applicable, enter any award fee invoiced for the reporting period and the cumulative to-date amount. |
| **33** | Enter the total cost being invoiced. This will include Direct Labor, ODCs, G&A and fees. |