Invoice Preparation Guide

Due to Donor requirements, invoice breakdown and supporting documents need to be in line with the below budget categories (Fees, Per Diem, Air Travel, Local Travel, Miscellaneous, and Contingencies). In order to avoid delays with invoice payment, we prepared the below guide: we hope that it will help you with the preparation of the invoices and supporting documents.

## How to get it right
We would like to encourage you to share the invoicing guide with your experts who are in the field working on EBRD projects.

### Fees
- Only include experts listed in the contract
- Experts’ rates have to match the contract
- Include working period (dates from/to)

### Per diems
- Per diem place and rate has to match the contract
- Claim per diem rates (not individual hotel/meal expenses)
- Submit evidences connected to the nights spent away

### Air travel
- Only claim for economy class tickets
- Submit documents confirming flight details, passenger information and evidence of the payment amount

### Local Travel
- Ensure all receipts are provided for the claim
- A calculation for the distance and rate is provided for all mileage claims

### Miscellaneous
- Submit all receipts (invoices & payment confirmations)
- Only incurred (already paid for) expenses can be claimed
- All invoices are addressed to and paid for by the Consultant

### Contingencies
- Operation Leader’s pre-approval has to be obtained and provided
- Contingencies are not lump sums (receipts & breakdown of costs are required)

### Instructions

**Submit invoice (including PO number starting 46 or C00) via email to APInvoices@ebrd.com**

**Billing period has to be within contracted period**

**Consultant’s name & address has to match the contract**

**Include unique invoice number and date**

**Do not exceed the limits of the total Fees, Reimbursable or Contingency categories**

**List each expert/expense on separate lines**

**Attach numbered receipts and list the same numbers in the invoice breakdown**

**If budget is lump sum, do not provide receipts**

**Submit evidence of exchange rates incurred or use XE.com exchange rates as outlined in the contract**

**Bank account name has to match the Consultant’s name as per the contract**

### Example Invoice

<table>
<thead>
<tr>
<th>PO Number: 46XXXXXXXXX or C00XXXXX</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Number: 2022.XX</td>
<td></td>
</tr>
<tr>
<td>Billing Period:</td>
<td></td>
</tr>
<tr>
<td>Consultant’s Name:</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>Consultant’s Address:</td>
<td>5 Bank St, London</td>
</tr>
<tr>
<td>Consultant’s Bank account details (including account name and currency)</td>
<td>E14 4AD</td>
</tr>
</tbody>
</table>

### Unique Invoice Number (for example Invoice 1)

#### 1. Fees

<table>
<thead>
<tr>
<th>Fees:</th>
</tr>
</thead>
</table>

#### 2. Reimbursable Expenses

<table>
<thead>
<tr>
<th>a. Per Diem Allowance:</th>
<th>b. Air Travel</th>
<th>c. Local Travel</th>
<th>d. Miscellaneous</th>
</tr>
</thead>
</table>

#### 3. Contingency

<table>
<thead>
<tr>
<th>Contingency</th>
</tr>
</thead>
</table>

#### Invoice Total

<table>
<thead>
<tr>
<th>VAT (if charged)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total payable (including VAT)</th>
</tr>
</thead>
</table>

A full invoice template is available in your contract.