

Invoice Preparation Guide

Invoice breakdown and supporting documents need to be in line with the below budget categories (Fees, Per Diem, Air Travel, Local Travel, Miscellaneous, 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.

Submit invoice (including PO Number starting 46 or C00) via email to APIInvoices@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 invoicebreakdown

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

PO Number: 46XXXXXXXX or C00XXXXX
 Contract Number: 202X.XXXXXX
 Billing Period:
 Consultant's Name: EBRD
 Consultant's Address:

Date:

Accounts Payable
APIInvoices@ebrd.com
 EBRD
 One Exchange Square
 London EC2A 2JN

Unique Invoice Number

1. Fees

Fees :	
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2. Reimbursable Expenses

a. Per Diem Allowance:	
b. Air Travel	
c. Local Travel	
d. Miscellaneous	

3. Contingency

Contingency	
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Invoice Total	
VAT (if charged)	
Total payable (including VAT)	

Consultant's bank account details (including account name and currency)
 VAT No. (if charged)

A full invoice template is available in your contract



European Bank
for Reconstruction and Development

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.

1

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 spend away

2

3

Air travel

- Only claim for economy class tickets
- Submit documents confirming flight details, passenger information and evidence of 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

4

5

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)

6