

# Common Invoicing Pitfalls to Avoid

- **No breakdown of Cost Elements** – An invoice with simply “Total” will not do.
- **No Supporting Documentation** – Just a list of charges will tell us what was spent but not why or how. In Cost Reimbursable contracts, the “Why” and “How” are just as important as the “How Much”
- **Inconsistency** – Make sure your costs and your documentation match up and are identifiable to the spend line on the invoice.
- **Hard to Understand** – You may have a complicated contract with complicated costs. Try to ensure your invoices are as clear and easily understandable as possible. If need be, give an overall cost summary on the first page and do individual breakouts with supporting documentation. It may represent a little extra time, but a clear invoice takes less time to review and is less likely to receive questions, confusion and/or suspension of items that are unclear as allowable costs.
- **Not in Line with Contract** – Make sure you have read your contract. It spells out a lot of what should and shouldn’t be invoiced, including various rates.
- **No Supporting COA** – Unauthorized purchases of services that require prior approval and the COA are not referenced could cause delays or suspension of charges, goes back to knowing your contract requirements.
- **Explanations Section** – Allow space on the invoice to explain expenses if needed and as appropriate, such as a comment box.
- **Check your Math**