

## PUBLIC UTILITIES COMMISSION

505 VAN NESS AVENUE  
SAN FRANCISCO, CA 94102-3298



April 26, 2000

To all Consultant s/ Contractors under contract with the California Public Utilities Commission (CPUC)

Subject: Instructions for Filing Consultant Invoices

In order to make submission, approval and payment of consultant invoices easier and faster, the CPUC has revised its invoice review process to standardize the invoice forms and give better instruction about what must be included in the invoices. If you have any questions about information required by the forms, contact your CPUC contract manager.

### Invoice Requirements

#### Billing Period and Schedule

File invoices monthly, one-month in arrears. The first bill should be submitted 45 to 60 days after the start of the contract, and should be for work completed during the first calendar month worked. Thereafter invoices should be submitted for each full calendar month 15 to 45 days after the end of the billing month.

#### Billing Format

Use the attached billing format (created in Microsoft Excel). It includes templates for the monthly billing, monthly status report, labor detail report, and travel expense claim forms. The CPUC asks, that you use the Excel program and electronic copy enclosed with this letter. Even if you do not or cannot use the Excel program, submit monthly invoices using this billing format. A blank hardcopy of each form is attached as well as a sample form to use as a guide. You can also find this spreadsheet on the CPUC web site at <http://www.cpuc.ca.gov/#consultants>.

### Invoice Summary

The Invoice Summary sheet totals the labor from (1) the detail of labor charge sheets, (2) the other business expenses, and (3) the travel expense claim sheets. If you use the Excel program, the information from the three sheets is automatically entered into the Invoice Summary sheet as you fill in the other forms. It also calculates the 10% retention and shows the CPUC contract manager the total contract amount. When your name, address, invoice number, etc., are loaded onto this page, they are linked to other pages which eliminates duplication of typing.

### Monthly Status Report

Your invoice must be accompanied by a Monthly Status Report. If a Monthly Status Report is not provided, the invoice will be rejected and you will have to re-file the invoice with the Monthly Status Report.

The Monthly Status Report must include:

- A detailed description of work performed during the billing period calendar month.
- A complete discussion of any problems during the billing period and prior periods, the effect they will have on your work, and your recommendations to correct these problems.
- A summary of progress / deliverables to date based on contract requirements.

Your work status reports should identify, in a timely manner, any problems you encounter which may hinder your ability to produce the contract deliverables on schedule. This will allow the CPUC contract manager to provide the assistance you need to address those problems.

## Detail of Labor Charges

The description of labor in the invoice supplements the Monthly Status Report. Together they should be sufficiently detailed to do the following:

1. Allow the CPUC contract manager to evaluate the relationship of the time worked to the contract tasks, deliverables and budget.
2. Allow an auditor to see a clear process by which the CPUC contract manager controls the contracting process to achieve the contract objectives.

When you bid for the contract you had to understand the contract deliverables and the steps (tasks) that had to be performed so those deliverables could be completed on time and within budget. Labor time should be described with action verbs and other descriptive terms that will allow the contract manager to clearly identify the progress of your efforts toward the completion of specific contract tasks, work orders and deliverables.

## Business Expenses

Only business expenses that are allowed in the consultant's contract with the CPUC can be recovered. If a business expense is from outside sources, i.e. an independent business, provide a copy of the invoice associated with the expense. If the business expense is for internal services, documentation supporting the expense is required (e.g. a log for computer usage, photocopies and faxes are required to recover these types of costs). Business expenses incurred during travel may be included on the Travel Expense Claim (with receipts attached). All other business expenses must be included on the invoice.

The CPUC will not pay any business expense that is not documented or supported by a receipt.

## Travel Expense Claims (TECs)

A travel expense claim form must be filled out for every employee for whom a consultant is seeking recovery of travel expenses during the calendar month billing period of the invoice. If you cannot substantiate an expense with a receipt (exception meal expenses), don't claim it.

### Month, Year, Date, Time & Location

Travel expense claims should be filed for travel in the calendar month that is being billed. Include the:

- Month and year of travel in box 1;
- Dates of travel in box 2;
- Time travel on CPUC business started on the first day of travel for each trip during the month using a 24 hour military clock (e.g. if the trip started at 7:00 am, it would show up as 700);
- Time travel on CPUC business ended on the last day of travel for each trip during the month (e.g. if the trip ended at 7:00 PM, it would show up as 1900); and,
- Location where the expenses were incurred.

### Lodging

Consultants should not claim, and will not be allowed to recover, lodging costs within 50 miles of their homes or headquarters. Receipts are required.

You are allowed to recover actual costs up to \$84 a night plus tax in California when traveling on CPUC business. The only exception inside California is if you are required to spend the night in San Francisco, Alameda, San Mateo, or Santa Clara Counties or certain portions of Central/Western Los Angeles. When traveling on CPUC business in these areas you are allowed to recover actual costs up to \$110 a night, plus tax. The portions of Central/Western Los Angeles are within the following borders:

- Pacific Ocean on the West;
- Sunset Boulevard on the North;
- Freeways 110, 10 and 101 on the East; and,
- Imperial Boulevard and Freeway 105 on the South.

Consultants traveling on CPUC business outside California are allowed to recover reasonable, approved, actual lodging costs.

#### Meals & Incidentals

Consultants should not claim, and will not be allowed to recover, meal and incidental costs within 50 miles of their homes or headquarters. Each consultant must claim his or her own meal costs. Group meals must be divided and claimed by individuals.

Receipts for meals are not required to be filed with your invoice; however, you must maintain receipts for audits by the Internal Revenue Service and the State.

Full meals included in airfare, or hotel, or otherwise provided, may not be claimed for reimbursement. The same meal may not be claimed more than once on any date. Continental breakfasts of rolls, coffee and juice are not considered full meals.

A consultant may recover actual meal and incidental costs up to:

- \$6 for breakfast
- \$10 for lunch
- \$18 for dinner
- \$6 for incidental costs

Provided they meet the following requirements:

#### Travel less than 24 hours

The following items may be claimed for travel less than 24 hours in duration:

- Breakfast may be claimed if the travel started at or before 6:00 AM and ended at or after 9:00 AM;
- Dinner may be claimed if the travel started at or before 4:00 PM and ended at or after 7:00 PM;
- Lunch and incidentals may not be claimed on trips less than 24 hours in duration.

#### Travel greater than 24 hours

The following items may be claimed for travel that is greater than 24 hours in duration:

- Breakfast on the first day may be claimed if the trip started before 6:00 AM;
- Breakfast on the last day may be claimed if the trip ended after 8:00 AM.
- Lunch on the first day may be claimed if the trip started before 11 AM;
- Lunch on the last day may be claimed if the trip ended after 2 PM;
- Dinner on the first day may be claimed if the trip started before 5:00 PM;
- Dinner on the last day may be claimed if the trip ended after 7:00 PM;
- For all other travel days (days other than the first day of travel or the last day of travel), breakfasts, lunches and dinners may be claimed; and,
- Consultants are allowed to recover up to \$6.00 in incidental costs for each consecutive 24 hour travel period. Consecutive partial periods less than 24 hours may not receive recovery of any incidental costs. If the trip started at 7:00 AM the consultant is allowed to recover up to \$6.00 for the period ending at 7:00 AM the following morning. On the last day, if the trip ended at 7:00 PM the consultant is not allowed to recover any incidental costs for the period 7:00 AM to 7:00 PM of the last day.

#### Transportation

Receipts are required for all transportation costs except:

- Parking costs that are less than \$10
- Taxi costs that are less than \$10
- Toll costs that are less than \$10.

#### Airline Travel

Receipts are required for all airline travel costs claimed, Reimbursement for transportation expenses will only be for the method of transportation that is in the best interest of the State, considering both direct expense and the traveler's time. When an employee chooses a method of transportation that is more costly than the normal method of travel (driving a personal vehicle instead of flying) reimbursement will be the lower amount. Provide a copy of the ticket or itinerary that shows:

- Passenger name
- Date and time of trips both arriving and departing for all airline travel during the invoiced month
- Airline and flight numbers and,

- Airline ticket prices.  
Record the airline ticket costs in column (7)(A) on the day of travel. If the ticket is a round trip ticket, put half on the arrival date of the ticket and half on the departure date of the ticket. Airline travel outside the travel period is not recoverable. In column (7)(B) place an "A" next to the cost of the airline ticket to signify that the cost is for a scheduled commercial airline.

#### Rental Cars

Provide a copy of the rental charge receipt that shows:

- Name of the person using the rental car;
- Location of the rental and where the rental was returned;
- Date and time the rental began and ended; and,
- Cost of the rental car while on Commission business.

Record the rental car costs for Commission business in column 7(A) on the first day of the car rental. If the employee uses the car for personal business (staying an extra day at the site), or services of another business by the consultant, the rental car's cost needs to be allocated for the different purposes; and, the Commission should only be billed its share of the costs. In column 7(B) place an "RC" next to the cost to signify a rental car.

#### Carfare, tolls & parking

You cannot break-up carfare, tolls and parking to avoid providing a receipt. However, if you have two or more different services in a day, for instance, a bridge toll of \$2 and parking of \$9, report these items on two separate lines to avoid having the charges disallowed due to lack of receipts.

#### Private car use

Enter the mileage rate claimed in box 14, and the number of miles that the employee used its car by day and the miles times the mileage rate in column (7)(D). If the mileage rate is greater than 31¢, the employee must certify that the cost of operating the vehicle was equal to or greater than the rate claimed. The vehicle must also meet the requirements as prescribed by the State Administrative Manuel Sections 0750, 0751, 0752 and 0754 pertaining to vehicle safety and seat belt usage.

#### Travel business expenses

The CPUC contract manager must authorize business expenses over \$25.

#### Signatures

The employee that incurred the expenses must sign the travel expense claim in box 15, and the Consultant's contract manager must sign in box 16. The State needs original signatures (actual signatures of employee and Consultant's contract manager, not a photocopy) on at least one copy of each travel expense claim submitted.

If you have any questions, please contact your CPUC contract manager or call the CPUC contracts office at (415) 703-3066.

Sincerely,

Kenneth Louie, CPA  
Chief, Audit and Compliance Branch

#### Enclosures

- Blank sample invoice – hard copy
- Blank sample invoice – excel spreadsheet