



Instructions and Guidelines for Preparing an Invoice Cost Summary

Application

These instructions apply to the sample invoice summary spreadsheet template. Use of this template meets FAA documentation requirements for AIP reimbursements using the eInvoicing system. Sponsors may use their own format provided it captures the same information as shown herein. Sponsors must refrain from uploading actual invoices or SF-271 reports into the eInvoicing system.

Header Information:

Name: Insert Name of Grantee (Sponsor)

Airport: Insert Name of Airport

Address: Insert Sponsor's Mailing Address

City/State: Insert Sponsor's City and State

AIP Grant Number

Insert specific AIP Grant Agreement Number.

Description:

Insert brief project description (e.g. Reconstruct Runway 6-24)

Reimbursement Number:

Insert the current AIP reimbursement number. Maintain sequential numbering throughout the life of the grant.

Federal Share %:

Insert AIP participation rate per the Grant Agreement

Invoice Summary Elements:

Column 1 - Vendor, Class, Description

Vendor - Identify the name of the individual or company to which the Grantee makes a disbursement for products or services (e.g. Attorney, Consultants Contractor...)

Class - Define cost category of the expenditure. (e.g. Administrative, Design, Inspection, Construction, Equipment)

Description - Briefly describe the product or service provided to the Sponsor

Column 2 - Invoice Number

Identify the unique identifying number of the individual invoice, pay request or billing statement. This typically should be a sequential number.

Column 3 - Invoice Date

Identify the date of the invoice, billing statement or pay request.

Column 4 - Due Date

Identify the date payment is due.

Column 5 - Invoice Amount

Insert Total amount of invoice. (Column 5 = Column 6 plus Column 7)

Column 6 - AIP Eligible Costs

Insert the amount of the invoice the Grantee is claiming as AIP eligible costs under the subject grant. Note this is not the AIP Federal share.



Column 7 - Non-participating Costs

Insert the amount of the invoice that the Grantee is not claiming as AIP eligible costs under this specific grant. This includes costs that are ineligible as well as costs addressed under a different grant agreement.

Column 8 - AIP Share

Identify the Federal Share of the AIP eligible costs. Column 8 equals column 6 multiplied by the AIP participation percentage (e.g. 90%)

Cost Classification

To facilitate cost accounting, we request Sponsor group invoices into applicable cost classifications that are appropriate for type of project the Sponsor is undertaking.

Development Project

- Administrative
- Engineering – Preliminary/Design/Bidding
- Engineering – Construction Services (i.e. Observation and Acceptance Testing)
- Construction

Equipment Project

- Administrative
- Engineering – Specification Preparation
- Equipment

Planning/Environmental

- Environmental Assessment/CATEX
- CFR Part 150 Noise
- Master Plan/ALP Update
- System Planning
- Wildlife Study (May be combined with Master plan study)

Land Acquisition

- Preliminary Administrative
 - Title Search
 - Appraisal Report
 - Review Appraisal
 - Survey/ Legal Description
 - Environmental Site Assessment
 - Legal
 - Project Management
- Purchase/Closing
 - Purchase Agreement/Court Award
 - Legal –Post Award
 - Closing Fees
- Grant Administration
 - Application
 - Exhibit A
 - Payment and Financial Reports
- Relocation