Invoice Requirements
for Projects Funded by
the Coastal Response Research Center:

Updated March 2007

Invoices should be submitted quarterly* to:
Program Coordinator
Coastal Response Research Center
234 Gregg Hall
35 Colovos Road
Durham, NH 03824 USA

*Invoicing Schedule:
April 15 - In coordination with the semi-annual detailed progress report
July 15 - In coordination with the single page short progress report
October 15 - In coordination with the semi-annual detailed progress report
January 15 - In coordination with the single page short progress report

*Note: if the 15th is on a weekend, reports are due on the Monday immediately following.

Requirements:
An invoice needs to accompany or follow the detailed and short progress reports. Invoices cannot be
paid until the corresponding report has been submitted and reviewed.

What to include (use your Project Budget as a guideline):
- Invoice Date (give dates for work that this invoice covers)
- Contract Period (give dates of your contract)
- Salaries & Wages
  - Senior personnel
  - Associates
  - Other personnel (professionals, graduate students, etc)
- Fringe benefits
- Equipment
- Expendable supplies & equipment
- Travel (Who, What, When, Where, Why, Cost)
  Please Note: International travel is NOT an approved expense, unless approved in advance
  (in writing) by the Center Co-Directors. Such requests must be made at least 3 months prior to
  the planned trip.
- Publication & documentation costs
- Other costs
  - Computer time
  - Graduate student tuition
  - Phone/photocopies/postage
  - Subcontracts
  - Analytical services

Please have a Current Expense column and a Cumulative Expense column:

<table>
<thead>
<tr>
<th>SAMPLE</th>
<th>Budget</th>
<th>Current billable expenditures</th>
<th>Cumulative totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$100,000</td>
<td>$25,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>Travel</td>
<td>$10,000</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Equipment</td>
<td>$250</td>
<td>$25</td>
<td>$50</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$110,250</strong></td>
<td><strong>$26,025</strong></td>
<td><strong>$51,050</strong></td>
</tr>
</tbody>
</table>
Coastal Response Research Center

Date of this Invoice

Attn: Kathy Mandsager
Coastal Response Research Center
234 Gregg Hall, 35 Colovos Rd
University of New Hampshire
Durham, NH 03824

Your Internal Accounting Code or Number:

Invoice #:
Period of Invoice:
Period of Agreement:
PI:
Sub Award #:
Total Amt of Award:

Expenses: (Use your budget as guideline)

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Budget</th>
<th>Previously Billed</th>
<th>Current Billable Expenses</th>
<th>Billed to Date / Cumulative totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Wages</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. PI (name)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Co-PI (name)</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>C. Grad student (name)</td>
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<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td></td>
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<td></td>
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<tr>
<td>Permanent Eqpt</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Expendable Supplies/Eqpt</td>
<td></td>
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</tr>
<tr>
<td>Travel/Business Trip Expense</td>
<td></td>
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<tr>
<td>Publication &amp; Documentation Costs</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Costs</td>
<td></td>
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</tr>
<tr>
<td>Total Direct Costs</td>
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</tr>
<tr>
<td>Indirect Costs</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>TOTAL</td>
<td></td>
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</tr>
</tbody>
</table>

Amount of Agreement: xxx,xxx
Total Amount of Expenditures (this invoice): (xxxx)
Total Amount Remaining: xxx,xxx

Your Institution Contact Person:
Your Institution Name:
Your Institution Address:
Phone - Invoice Questions: