

	DEPARTMENT OF COMMERCE National Institute of Standards and Technology National Voluntary Laboratory Accreditation Program	ISSUE DATE: July 11, 2019
	ASSESSOR BULLETIN	NUMBER: AB-26-2019 LAP: ALL
SUBJECT: Update to the NIST Contract – Invoice/Expense Summary		

The purpose of this bulletin is to inform NVLAP assessors of the updated NIST Contract – Invoice/Expense Summary form. This change is applicable to all assessor who perform contracts through the NIST contract process.

This document has been revised to meet the new requirements found in the Federal Acquisitions Regulation (FAR) and Federal Travel Regulation (FTR). The updated invoice form includes language to certify that the assessor agrees that the total amount is correct to the best of their knowledge and the amount represents the full and final amount of the order. ***The updated invoice form is to be used for the NIST contracting process only.***

As a reminder, when an invoice is submitted for a NIST contract, the company name provided on the invoice must correspond to the name registered in the DUNS registration (ex: ABC Company or John Doe). The NIST Assessor Invoice template can be obtained from the Assessor Portal under the Assessor Document tab.

The invoice is submitted with the actual expenses incurred during the travel. This information must match the receipts which are required for submittal. When completing the invoice, use of the GSA Per Diem rates (www.gsa.gov) is required to compute the hotel rates and the M&IE allowed.

The M&IE for the first and last calendar day of travel is calculated at 75 percent. The travel expenses are categorized as Not to Exceed (NTE) amounts. If travel expenses are greater than the contract NTE amount, prior NVLAP approval is required.

NIST Contract Invoice/Expense Summary form, along with all receipts, shall be submitted directly to invoice@nist.gov. If the invoice is not sent to invoice@nist.gov directly, it will delay payment.

Please contact Lori Gruber (lori.gruber@nist.gov) or Tessa Gordon (tessa.gordon@nist.gov) if there are any questions regarding the use of the quote and invoice forms.