

	DEPARTMENT OF COMMERCE National Institute of Standards and Technology National Voluntary Laboratory Accreditation Program	ISSUE DATE: September 17, 2018
	ASSESSOR BULLETIN	NUMBER: AB-23-2018 LAP: ALL
SUBJECT: Policy regarding invoicing with combining multiple assessments		

The purpose of this bulletin is to provide guidance relative to combining travel for assessments of laboratories in the same geographic location. Recently, NVLAP has identified some concerns with invoices being submitted for these type of activities which appear to reflect assessors being paid twice for some costs associated with the assessments.

Quotations for assessment work must be submitted on the basis of the costs for the individual assessment. As a result, contracts are issued under *not to exceed* terms. However, if assessments are combined resulting in lower expenses, the assessor must invoice NVLAP taking this into account.

In order to harmonize invoicing associated with the combining of assessments and avoid payment delays, the following policy is provided:

If an assessor would like to combine two or more assessments to limit travel time and expenses incurred by the assessor, the following shall occur:

1. In advance of the assessments (usually during the scheduling), the assessor **must notify** and **obtain approval** from the program manager(s) responsible for the related laboratory assessments.
2. When preparing the assessment invoices, the assessor must distribute the travel costs appropriately for the combined assessments. Travel costs may include, but not be limited to: travel time, airfare, rental car, hotel nights, parking fees, and mileage. As an example, if the assessor is traveling 20 hours to the assessment location and performing two laboratory assessments in the same area, the travel time in the invoice would be adjusted to reflect 10 hours of travel time for Lab A and 10 hours of travel time for Lab B. It is not appropriate to bill for the full amount of travel time to both Lab A and Lab B.

Please note that any concerns arising from our review of assessment invoices can lead to delays in payment for services. If you have any questions regarding the appropriate invoicing, please contact your Program Manager or our Administrative Staff (Tessa Gordon or Lori Gruber) regarding your questions.

This policy is effective immediately upon publication.