

2016 Measure B

General Invoicing Frequently Asked Questions



Frequently Asked Questions

- 1. What do I need to include in my request for reimbursement/invoice?**
 - a. An invoice from your agency
 - b. Cover letter (see below for required information)
 - c. Complete back-up documentation
- 2. Where do I submit invoices?**
 - a. Invoice packets must be sent to VTA.AccountsPayable@VTA.org with the appropriate 2016 Measure B Program Office staff member or the 2016MeasureB@VTA.org copied on the email.
- 3. How often should I submit invoices?**
 - a. As per the funding agreement language, not more than monthly.
 - b. Only costs incurred by the Member Agency within one year of the request date are eligible for reimbursement, as per 2016 Measure B Program standard funding agreement language. For example, if the reimbursement request is submitted to VTA on January 1st, 2024, only costs incurred by the Member Agency since January 1st, 2023, are eligible.
- 4. What are eligible costs?**
 - a. Refer to 1) the language within the project's funding agreement and 2) the 2016 Measure B Program Manual. E-mail 2016MeasureB@VTA.org with specific questions if needed. Any costs that are not substantiated with appropriate documentation, such as consultant invoices, proof of payment or receipts, will be disallowed.
- 5. What must be provided to substantiate travel expenses?**
 - a. Travel directly related to the implementation of project activities is eligible but must be pre-approved by VTA. Refer to the language within the project's funding agreement for details on rates and limitations related to car rentals, flights, food, and mileage.
 - b. For any mileage requests, purpose of travel, dates of travel, and start/end points must be provided (via map screenshot).
- 6. What must be provided to substantiate staff time?**
 - a. The staff name or classification, hourly rate, total amount of hours, and total amount (\$) being requested per employee. If all but the hourly rate is provided, but the hourly rate can be deduced, this is acceptable.
 - b. Staff hours must clearly be expended against the approved 2016 Measure B project(s).
- 7. What must be provided to substantiate printing costs?**
 - a. Receipts for the printing cost which detail the quantity of prints and cost of each, as well as digital copies or photos of any public-facing materials (fliers, mailers, signs, etc). See the 2016 Measure B Branding Guide.
- 8. When can I expect payment?**
 - a. As per the funding agreement language, VTA will remit the amount due to City within 30 calendar days of receipt of a complete, fully documented invoice.
 - b. Reimbursement requests can be held if the Member Agency has not fulfilled reporting requirements set forth by the 2016 Measure B Program Office.