Rhode Island Department of Environmental Management

RI UST Financial Responsibility Fund

Example of Invoice Details to Submit alongside a Request for Reimbursement

When submitting a Request for Reimbursement (RFR) to the UST Fund, ensure that the invoices submitted with your claim have sufficient information and that multiple invoices are **not** printed on the same page. Ensure that invoices are clearly marked with the invoice number, dates, and amounts.

LUMP-SUM CHARGES MUST HAVE A DETAILED BREAKDOWN OF LABOR AND/OR EQUIPMENT TO BE CONSIDERED FOR REIMBURSEMENT. Additionally, do **NOT** include daily timesheets, copies of Ground Water Monitoring Reports, or laboratory analysis, in invoice submissions.

Example of Detailed Breakdown: Groundwater Monitoring Kit – Total $XXX.XX

Gloves, strings, bailers	$XX.XX
Combo meter	$XX.XX/ day – X days
PID	$XX.XX/day – X days
Pump	$XX.XX/ day – X days

Below is an example of a detailed invoice that the Fund may accept for review:

Company Name
Company Address
Company Contact Information
Description of work completed within the invoice

Invoice Number: ##########
Invoice Date: MM/DD/YYYY

Invoice Breakdown

Labor: **Invoice #:** 12345

Date – Work completed this day.

	Date	Rate	Hours	Total
Employee Name 1 Title – Description of work performed	mm/dd/yyyy	XX.00	6.0	$XX.00
Employee Name 1 Title – Description of work performed	mm/dd/yyyy	XX.00	6.0	$XX.00
Employee Name 1 Title – Description of work performed	mm/dd/yyyy	XX.00	6.0	$XX.00

Total Labor: **$XXX.00**

Equipment/Services: **Invoice #:** 12345

Date – Description of equipment used/needed.

	Date	Rate	Unit	Qty	Total
Equipment 1	mm/dd/yyyy	XX.00	Day	X	$XX.00
Equipment 2	mm/dd/yyyy	XX.00	Hour	X	$XX.00
Truck	mm/dd/yyyy	XX.00	Day	X	$XX.00

**Specify what type of vehicle was used.*

Total Equipment/Services: $XXX.00

Lab Services	Invoice #	Date	Rate	Qty	Total
Laboratory Name	*12345*	mm/dd/yyyy	XX.00	X	$XXX.00

**Supplemental detailed lab invoice must be attached.*

Total Lab Services: **$XXX.00**

Invoice Total **$XXX.XX**

PLEASE NOTE any equipment purchase, subcontractor fees (including labs), etc. must include **separate invoices or receipts**, also showing detailed breakdown of labor, equipment, and services.