



## INTEROCEAN AMERICAN SHIPPING CORPORATION

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302 HARPER DRIVE  
SUITE 200  
MOORESTOWN, NJ 08057  
TEL: (856) 770-5634  
FAX: (856) 770-1633

**DATE: REVISED: May 2011**

**TO: CONTRACTOR AND SUPPLIERS**

**RE: INVOICE DOCUMENTATION REQUIREMENTS**

All invoices shall be submitted with the documentation cited below. Any invoice submitted without this documentation will not be considered proper within the meaning of the Prompt Payment Act and shall be returned unpaid. **IN ALL CASES PROOF OF DELIVERY MUST BE INCLUDED WITH EACH INVOICE.**

If a purchase order has been awarded as a Time and Material purchase, contractors are required to submit proof of all applicable costs as well as time sheets in accordance with their Purchase Order PO Terms and Conditions and the following shall apply;

- A. **LABOR:** Invoices shall be broken down by specification item number, where applicable, listing the number of hours worked per task, whether straight time or overtime, labor rate and total labor. All labor rates shall be in accordance to those rates agreed upon and as referenced on the awarded purchase order. Time sheets shall be submitted as confirmation backup, and shall be signed by ship's personnel.
- B. **MATERIAL:** Copies of invoices or other verifiable documentation itemizing quantity, unit of issue, unit price, extended price) reconciled and cross-referenced to the applicable specification item number, of all material utilized in performance of the contract work.
- B. **SUBCONTRACTOR:** Copies of itemized invoices submitted by any and all Subcontractor's. **NOTE:** That CONTRACTOR subcontractor invoices are submitted to the requirement's of Items A. and B. above.
- C. **TRAVEL REQUIREMENTS / EXPENSES:** When specified in the contract or purchase order as a reimbursable expense, travel expenses (i.e., airfare, lodging, meals and incidentals) will be reimbursed by the buyer. Contractors will not be reimbursed for travel expenses unless records for transportation contain evidence, such as receipts, which shall depict ACTUAL COSTS for any / all travel. GOVERNMENT FEDERAL TRAVEL REGULATIONS are applicable to all travel and shall be strictly enforced.

**RECEIPTS** shall include but not be limited to; airline tickets, railway tickets, hotel, car rentals and meals.

**AIRFARE:** Reimbursement of airfare shall not exceed the lowest customary standard coach equivalent airfare offered during normal business hours. First Class or Business Class Airfare will not be reimbursable unless otherwise

approved in advance by the buyer due to special circumstances. Receipts must show actual costs. No Mark ups shall be accepted.

**LODGING / MEALS & INCIDENTALS:** Must be within the per diem guidelines as set forth in the Federal Travel Regulations and which can also be found at the following website:<http://www.gsa.gov/portal/category/21287>  
Mini bar and pay per view movies will not be reimbursed. Actual costs will be considered reasonable and reimbursable only to the extent that they do not exceed on a daily basis, the maximum per diem rate as identified within the Federal Travel Regulations. **NO MARK UP ON ANY TRAVEL COSTS SHALL BE ACCEPTED.**

**RENTAL CAR:** Receipts shall be submitted for car rentals. Most economical car rental rates must be obtained. No collision damage waiver will be reimbursed. Rental cars should be re-fueled prior to return to the car rental agency. Reimbursement will be for all actual costs

**MILEAGE REIMBURSEMENT:** The current allowable mileage reimbursement for privately owned vehicles shall be in the amount of **\$.51 per mile (Jan. 2011)**. All to and from destinations must be referenced. This rate is updated yearly and Contractors may also verify the Privately Owned Vehicle (POV) rate at the following website: <http://www.gsa.gov/portal/content/100715r>

**ENTERTAINMENT:** Charges submitted for entertainment will not be reimbursed.

**LAUNDRY:** Charges submitted for laundry services will not be reimbursed.

**SUPPLIERS** All invoices for consumables must have back-up documentation supporting shipping charges such as UPS receipts, copies of freight bills or bills of lading, signed dray receipts, etc. **THE FINAL INVOICE FOR EACH PURCHASE ORDER SHALL BE MARKED "FINAL INVOICE"**.

**TERMS & CONDITIONS** Each invoice should contain the contractor's payment terms and conditions. invoice should contain the following statement and be signed. "I certify that the above bill is correct and just and that payment, therefore, has not been received."  
By \_\_\_\_\_  
(Name and Title)

**SUBMISSION OF INVOICES:**

IAS is requesting when ever possible, that all vendors submit their invoices electronically to the following location:

[INVOICES@IASHIPPING.NET](mailto:INVOICES@IASHIPPING.NET)

Please use the following guidelines when submitting your invoices electronically:

- Submit all documentation as required in accordance with your purchase order terms and conditions.
- All attachments must be legible
- Include in your email subject line; IAS PO number, the vessel name, your company name and your invoice number.

If you will not be submitting your invoices via email all vendors may still submit hard copy of their invoice with all applicable documentation in accordance with your purchase order through United States Postal Service

Please be advised that in the interest of preventing future invoice rejections or delays in processing, it is imperative that all Contractors and Suppliers comply with the above requirements. Non-compliance with the above instructions shall result in return of the invoice for corrective action and delay in payment. We thank you for your anticipated cooperation in this matter.

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