



### **Invoice Requirements for Providers**

Providers shall be subject to the following terms & conditions when submitting invoices for reimbursement.

- Invoice must be submitted on the most current Invoice Template provided by Alliance, exclude sales tax paid and include supporting documentation.
- Supporting documentation requirements:
  - Supporting documentation must include general ledger detail to support all expenses (example: a trial balance report).
  - Except as noted below in item 2.c., additional supporting documentation and/or itemized receipts are not required for all expenses. Do not send itemized receipts for expenses not listed below in item 2.c. or for expenses that are not included on the invoice.
  - Additional supporting documentation is required for Salaries/Wages/Benefits, Travel, and Client Assistance/Activities. For these expenses, in addition to general ledger detail, provide payroll reports, mileage logs, itemized receipts, check request forms, etc.
  - If proper supporting documentation is not provided with the invoice, the invoice will be held until supporting documentation is received.
- Provider must submit expense invoice by the 20<sup>th</sup> calendar day of the following month.
- Provider will not be reimbursed for state and county sales tax paid that is eligible for reimbursement directly from the State of North Carolina therefore it should be excluded from the invoice.
  - Exceptions: Alliance is allowed to reimburse sales tax paid for the following
    - Utility expenses paid to Utility companies
    - Sales taxes paid to telecommunication companies
    - Sales tax paid by an employee of a provider and then reimbursed by the provider and invoiced to Alliance (i.e. a travel expense)
    - Sales tax paid to a state other than North Carolina
    - City Sales tax
    - Tax included with hotel fees
- Except for payroll expenses, invoices must be based on actual expenses incurred (no accruals per funding requirements).
- If the invoice is not received timely or supporting documentation is not received within five days after it is requested, the invoice will be held until the end of the fiscal year pending availability of funds.

- Payment of invoices will be made via electronic funds transfer. Invoices and supporting documentation can be mailed or emailed to Alliance Behavioral Healthcare at:

Alliance Behavioral Healthcare  
Attention: Accounts Payable  
4600 Emperor Boulevard, Suite 200  
Durham, NC 27703  
[accountspayable@AllianceBHC.org](mailto:accountspayable@AllianceBHC.org)

### **Travel Reimbursement Requirements for Providers**

All travel paid or reimbursed to Providers shall be subject to the following travel terms & conditions and limits. Travelers are expected to exercise good judgment when incurring travel costs. Travelers shall not seek reimbursement for expenses not incurred; expenses provided free of charge; or expenses which will be paid or reimbursed from another source. Travelers will only be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of contracted duties (i.e. must directly relate to the scope of work).

- **Receipts** - Original itemized receipts are required for reimbursement of travel expenses (e.g. Airfare, Taxi, Hotel, Meals, etc.). Original itemized receipts are actual receipts. Credit card charge slips or statements will be accepted in lieu of original receipts.
- **Lodging** - Lodging costs will be based on the General Services Administration (GSA) per diem rates. <https://www.gsa.gov/portal/content/104877> unless otherwise specified in contract.
- **Mileage Use / Personal Vehicles** - Alliance will reimburse mileage pursuant to the current IRS maximum allowed rate. Travelers will not be reimbursed for any extra lodging or meal expenses incurred as a result of using a vehicle versus flying.
- **Meals and Incidental Expenses (M&IE)** - Meals and incidental expenses are intended to cover the costs of a single days' worth of meals and incidental costs (such as tips and parking) based on the average cost for these expenses in the area. Travelers are required to use General Services Administration (GSA) M&IE rates. <https://www.gsa.gov/portal/content/104877> unless otherwise specified. The maximum meal rates include tax and tip. Meals included in the cost of airfare, lodging, or as part of an event or conference package, are not reimbursable.
- **Non-reimbursable Expenses** - The following are examples of non-reimbursable expenses:
  - Alcohol or cigarettes
  - Lost or stolen cash or personal property
  - Personal items and services
  - Laundry, dry cleaning
  - Concierge services
  - Travel agent charges
  - In room movies
  - Gym use

- Traffic citations, parking tickets, and other vehicle fines
- Circuitous or side trips for personal reasons
- Personal entertainment or sightseeing
- Airline, car, hotel, club or travel memberships
- Late payment penalties and interest on credit cards
- First class travel
- Travel obtained using personal frequent flyer miles, reward programs or discounts
- Travel add-ons, such as travel or baggage insurance, trip protection, cancelation/delay/interruption insurance, upgraded seating, early check in, TSA preflight services, optional travel services, wi-fi, movies, etc.
- Baggage charges for more than one baggage
- Car rental