



TRBP Invoice Packet and Process Guide

Guidance Document



Invoicing Step-by-Step Process: Reimbursement Requests from Participating COGs

Overview

COGs may request reimbursement for eligible expenses incurred during the approved program performance period. Please submit any expenses incurred during the specified quarterly period. Payment is contingent upon CPA's review and approval of all claimed expenses.

CPA and TARC may request additional documentation at any point. The reimbursement may be placed on hold until the additional information is provided and verified.

Preparing a Reimbursement Request

Before submitting a reimbursement request, COGs must assemble a complete invoice package that clearly identifies, documents and supports each eligible expense.

All expenses submitted must:

- Be true, accurate, and eligible as defined by the contract.
- Be incurred by COGs.
- Fall within the program's performance period.
- Be properly supported with required documentation.
- Not exceed approved budget category amounts.

Required Components of the Invoice Package

Reimbursement request emails must include the following:

1. Completed TRBP Invoice Template
 - Summarizes requested reimbursement amounts by budget category.
 - Please review expenses and ensure they do not exceed the approved budget category allocations.
2. Budget Workbook:
 - Provides an itemized listing of all expenses.
3. COG General Ledger;

4. COG Income/Expense Statements;
5. COG Certification Statement (**See C.6**) with referenced attestations shown.

C.6 Certification of Invoice on COG Letterhead

Each invoice shall be certified by an authorized representative of the subgrantee, attesting that:

- Costs claimed were incurred during the applicable reporting period;
- Costs are allowable, reasonable, and necessary;
- Costs are directly related to eligible TRBP activities;
- Documentation supporting the invoice is maintained by the subgrantee.

Supporting documentation, subject to be requested by TARC/BDO, may include:

- Scanned copies of Original itemized receipts
- Invoices (Marked Paid)
- Any other documentation required by the contract to verify expenses
- Key Personnel and Personnel Level of Effort (PLOE) (i.e. timesheets of key personnel)
- Narrative of duties performed by individuals and employees

Submitting the Invoice

Once the invoice package is prepared email the complete package to TARC at alexg@txregionalcouncil.org

The invoice date must match the date the invoice package is emailed to TARC.

Review and Approval Process

The reimbursement request will be reviewed to verify the eligibility of each expense and the adequacy of supporting documentation. The reimbursement should also comply with TxGMS, the contract, and alignment to the approved budget categories.

If errors, inconsistencies, or missing information are identified:

- The additional documentation will be required.
- The reimbursement request may be placed on hold until the requested information is provided and validated.
- The review timeline may pause until all items are resolved.

Best Practices for Timely Processing

- Submit complete and well-organized documentation by category.
- Ensure all expenses fall within the budget and program period.
- Confirm that receipts and bank records clearly show proof of payment.
- Double-check calculations in the budget workbook.
- Use consistent naming conventions for files and attachments.
- Respond promptly to requests for clarification.

Invoice

Date 12/31/2025	Page 1
Invoice Number TBTP-2025-001	

From: COG Name
123 Main St
Austin, Texas 78701

Bill To: Texas Association of Regional Councils
1210 San Antonio Street, Suite 201
Austin, Texas 78701

Project Name		UEI	TINs/Mail Code	Contact (Name, Email, Phone)		RTI#
Texas Regional Broadband Program		KLMN1234PQRS	123456789	Jane Broadband, jane.broadband@txbtp.com, 512-555-1234		98765
PO/Contract #	Qtr/Billing Per.	BDO Receipt Date	Dates of Service	FEIN	Terms	Customer No
TWC-54321	Q1 2026	12/31/2025	10/1/2025-12/31/2025	98-7654321	30	CUST-001
Qty. Ord.	Line	Services/Description/Personnel		Rate	Amount	
160	1	Personnel/ Salary for 3 employees (160 hours billed at an average rate of \$75/ hour)		\$75.00	\$12,000.00	
1	2	Fringe Benefits		\$2,400.00	\$2,400.00	
1	3	Travel		\$300.00	\$300.00	
10	4	Supplies		\$50.00	\$500.00	
1	5	Equipment		\$1,200.00	\$1,200.00	
1	6	Meeting Costs		\$1,000.00	\$1,000.00	
1	7	Indirect Costs		\$150.00	\$150.00	
				\$1,755.00	\$1,755.00	
		Subtotal				\$
		Balance Due (Reimbursement Amount):				\$

Fringe Benefits and / or Indirect Costs may or may not apply depending on grantee's respective grant agreement. If eligible costs incurred, add relevant documentation accordingly.

Invoice

From: COG Name
 123 Main St
 Austin, Texas 78701

The grantee's company name and address are correctly listed at the top of the invoice.

Bill To: Texas Association of Regional Councils
 1210 San Antonio Street, Suite 201
 Austin, Texas 78701

Project Name		UEI	TINs/Mail Code	Contact (Name, Email, Phone)		RTI#
Texas Regional Broadband Program		KLMN1234PQRS	123456789	Jane Broadband, jane.Broadband@txbtp.com, 512-555-1234		98765
PO/Contract #	Qtr/Billing Per.	BDO Receipt Date	Dates of Service	FEIN	Terms	Customer No
TWC-54321	Q1 2026	12/31/2025	10/1/2025-12/31/2025	98-7654321	30	CUST-001
Qty. Ord.	Line	Services/Description/Personnel		Rate	Amount	
160	1	Personnel/ Salary for 3 employees (160 hours billed at an average rate of \$75/ hour)		\$75.00	\$12,000.00	
1	2	Fringe Benefits		\$2,400.00	\$2,400.00	
1	3	Travel		\$300.00	\$300.00	
10	4	Supplies		\$50.00	\$500.00	
1	5	Equipment		\$1,200.00	\$1,200.00	
1	6	Meeting Costs		\$1,000.00	\$1,000.00	
1	7	Indirect Costs		\$150.00	\$150.00	
1	8			\$1,755.00	\$1,755.00	
Subtotal:					\$	
Balance Due (Reimbursement Amount):					\$	

Each line item should include a description of the expense and correspond with a budget category.

The quantities, rates, and total amounts for each line item are correctly listed and agree with the supporting documentation provided.

Supporting Documentation 1: Sample Payroll and Sample Proof of Payment

Texas Broadband Training Pros

123 Main St, Austin, Texas 78701
Office: 512-555-1234 Fax: 512-555-5678

Payroll

Pay Period: October 1, 2025 – December 31, 2025

Pay Date: December 31, 2025

Names and positions of the employees are listed.

Hours worked and rate per hour must be included.

Employee Name	Position/Role	Hourly Rate	Hours	Gross Pay	Deductions (Specify)	Net Pay
Smith, J.	Broadband Program Specialist	\$75.00	520	\$44,200.00	0	\$44,200.00
Total:			520	\$44,200.00	0	\$44,200.00

A narrative of duties performed by individual employees is included. This should clarify how actions performed by employees relate to the project and project milestones. This should include a daily breakdown of duties performed by time, date, and location.

Activities Log				
Employee	Date	Time Frame	Location	Activities Performed
Smith, J.	10/1 – 10/31/2025	7AM – 6PM	Main Building (123 Main St.)	<p>Facilitated 4 weekly digital inclusion workshops (≈16 hrs).</p> <p>Conducted ~40 hrs of stakeholder meetings with local governments, libraries, and schools to begin drafting regional broadband plans.</p> <p>Spent ~40 hrs on program development: designing assessment tools and outreach strategies.</p> <p>Completed ~30 hrs of research on broadband access gaps and digital skills needs.</p> <p>Dedicated ~50 hrs to program administration and reporting (participant tracking, documentation, state reporting prep).</p>
Smith, J.	11/1 – 11/30/2025	7AM – 6PM	Main Building	<p>Facilitated 4 weekly workshops (≈16 hrs).</p> <p>Held ~40 hrs of stakeholder meetings to refine regional broadband and digital inclusion plans.</p> <p>Spent ~40 hrs on program development: piloting assessment tools and refining outreach strategies.</p>

				<p>Conducted ~30 hrs of research analyzing survey data and adoption trends.</p> <p>Completed ~50 hrs of program administration and reporting (quarter updates, outcome tracking).</p>
Smith, J.	12/1 – 12/31/2025	7AM – 6PM	Main Building	<p>Facilitated 4 weekly workshops, including final certification sessions (≈16 hrs).</p> <p>Held ~40 hrs of stakeholder meetings to finalize regional broadband plans and align with statewide goals.</p> <p>Spent ~30 hrs on program development: finalizing assessment tools and outreach materials.</p> <p>Conducted ~30 hrs of research compiling findings for quarterly reporting. Analyzed usage trends from local libraries and community centers, reviewed national and state reports to benchmark regional progress.</p> <p>Dedicated ~52 hrs to program administration and reporting organized program files and maintained compliance records, finalized quarterly reports for statewide submission, including outcomes and recommendations).</p>

Supervisor Signature: _____ *Jane Broadband* _____

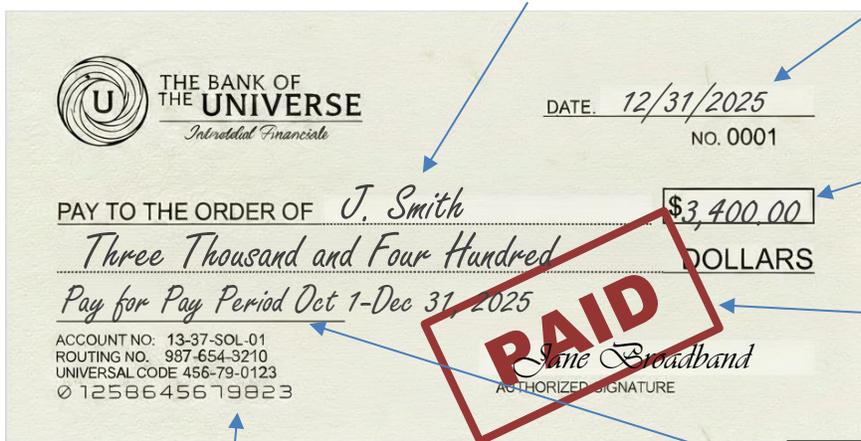
Date: _____

12/31/2025

The expense report has been reviewed and approved by a supervisor or other authorizer.

The name agrees to the employee's name in the payroll sheet.

The check date is within the reporting period.



The paid amount equals the total pay in the payroll.

When using copies of checks as documentation, grantees cannot submit requests for a check. Grantees must submit canceled/paid checks.

The stated pay period agrees with the payroll sheet.

The check includes the account numbers and check number.

Supporting Documentation 2: Sample Supplies Expense Receipt

The invoice is billed to the correct company.

The invoice date is within the correct reporting period.

The company that provided the service or material is listed.

Office Supplies Hub, Co.
100 Lone Star Blvd, Austin, Texas 78702
Office: 512-111-2222 Fax: 512-111-2233

Jane Broadband
Texas Broadband Training
Pros

Date of Issue
10/16/2025

**Invoice
Number**
00000001

Amount (USD)
\$500.00

123 Main St, Austin, TX
78701
512-555-1234

Due Date
10/31/2025

The invoice amount should agree to the check and to the invoice summary.

Description	Rate	Quantity	Line Total
Community outreach supplies (brochures)	\$25.00	10	\$250.00
Safety Glasses	\$10.00	10	\$100.00
Work Gloves	\$15.00	10	\$150.00

Subtotal	\$500.00
Tax	\$0.00
Total	\$500.00
Amount Paid	\$500.00
Amount Due (USD)	\$0.00

PAID

All invoices must show that the full amount has been paid and that the amount due is \$0.

Supporting Documentation 3: Sample Equipment Expense Receipt

Tech Solutions, Inc.
 111 Bluebonnet Ave, Austin, Texas 78703
 Office: 512-222-3333 Fax: 512-222-3344

Jane Broadband Texas Broadband Training Pros	Date of Issue 10/05/2025	Invoice # INV-10-567	Amount (USD) \$1,200.00
123 Main St, Austin, TX 78701 512-555-1234	Due Date 10/31/2025		

Description	Rate	Quantity	Line Total
Laptop Model XYZ – for program development, research, stakeholder engagement, and reporting.	\$1,200	1	\$1,200.00

Subtotal	\$1,200.00
Tax	\$0.00
Total	\$1,200.00
Amount Paid	\$1,200.00
Amount Due (USD)	\$0.00

PAID

Supporting Documentation 4: Sample Travel Expense Report

Texas Broadband Training Pros

123 Main St, Austin, Texas 78701
Office: 512-555-1234 Fax: 512-555-5678

The invoice date is within the correct reporting period.

There is a description detailing each line item, including the number of miles and cost per mile for mileage expenses, and clarifying the relevance to

Travel Expense Report

Reporting Time Period from: **10/10/2025** to: **12/31/2025**

Date	Employee	Description	Amount
10/10/2025	A. Williams	Mileage: 100 miles at \$0.67/mile – Transporting fiber optic splicing workshop equipment to and from a rental classroom.	\$67.00
10/10/2025	A. Williams	Per Diem: Meals and Incidentals – Setting up and leading a fiber optic splicing workshop outside of the usual classroom setting.	\$75.00
10/15/2025	T. Johnson	Airfare: Austin to Dallas as a guest speaker at a conference promoting broadband training.	\$158.00
Total Travel Expenses			\$300.00

Authorizer Signature: Jane Broadband
12/31/2025

Date:

The expense report has been reviewed and approved by a supervisor or other authorizer.

As the expense report does not show proof of payment, additional documentation in the form of cancelled checks was submitted to demonstrate the corresponding proof of payment.


THE BANK OF THE UNIVERSE
Intertidal Financials

DATE: 12/31/2025
NO. 0001

PAY TO THE ORDER OF A. Williams \$ 142.00

One Hundred and Forty-Two DOLLARS

Mileage and Per Diem Reimbursement

ACCOUNT NO: 13-37-SOL-01
ROUTING NO. 987-654-3210
UNIVERSAL CODE 456-79-0123
① 1258645679823

6

Jane Broadband
AUTHORIZED SIGNATURE

PAID



THE BANK OF
THE **UNIVERSE**
Intermodal Finance

DATE: 12/31/2025

NO. 0001

PAY TO THE ORDER OF T. Johnson

\$ 158.00

One Hundred and Fifty-Eight

DOLLARS

Airfare Reimbursement

ACCOUNT NO: 13-37-SOL-01
ROUTING NO. 987-654-3210
UNIVERSAL CODE 456-79-0123
Ø 1258645679823

7

PAID
Jane Broadband
AUTHORIZED SIGNATURE

Supporting Documentation 5: Sample Meeting Costs Invoice



100 Friendship Ln, Austin, Texas 78705
Office: 512-333-4444 Fax: 512-333-4455



Invoice No. AP-9876
Due Date: 10-28-2025

Invoice Date: 10-13-2025

Client Details

1234
Name: Texas Broadband Training Pros
Address: 123 Main St, Austin, Texas 78701
Phone: 512-555-1234
Fax: 512-555-5678
Email: jane.broadband@txbtp.com
Attn: Jane Broadband

Contract No: TBTP-

Description

Amount

Classroom Rental at 321 Classroom Rd. for Digital Literacy Research Workshop on 10/10/2025 (Sales Tax Included)	\$1,000
---	---------

Subtotal	\$1,000
Sales Tax	-
Total Paid	\$1,000
Total Due	\$0

Supporting Documentation 6: Sample Other Invoice



Invoice No. SC-112223
Due Date: 10-16-2025

Date of Issue: 10-01-2025

Client Details

Name: Texas Broadband Training Pros
Address: 123 Main St, Austin, Texas 78701
Phone: 512-555-1234
Fax: 512-555-5678
Email: jane.Broadband@txbtp.com
Attn: Jane Broadband

Description	Rate	Amount	Quantity		
Instructor Background Checks			3	\$50.00	\$150.00

Subtotal	\$150.00
Sales Tax	<i>Included in Subtotal</i>
Total Paid	\$150.00
Total Due	\$0