



## Labor Hour Invoice Instructions

Dear Supplier:

In order for JPL to manage and process your organization's invoice in a timely manner, you must submit an invoice that meets the requirements outlined below. Please submit one invoice per email with any required backup documents in PDF format to:

[subcontract.invoices@jpl.nasa.gov](mailto:subcontract.invoices@jpl.nasa.gov)

### Invoice Requirements

- 1. Invoice date
- 2. JPL subcontract number
- 3. Total subcontract value
- 4. Invoice number
- 5. Billing period
- 6. Remittance address
- 7. Current labor cost
  - 7.1 Employee name (If no name is specified in the subcontract, we will the accept labor classification)
  - 7.2 Labor classification
  - 7.3 JPL badge number and org number (CAT A only)
  - 7.4 If more than one JPL project/task number, breakout amount allocated by JPL project/task number
  - 7.5 Number of hours
  - 7.6 Hourly rate
  - 7.7 Cost
  - 7.8 Total labor costs
  - 7.9 Portion of labor costs, software licenses, rental of real or tangible property performed/used solely in California or in the United States if foreign entity, to be taxed. **Refer to Note E. for details**
  - 7.10 Less % retention amount (% amount specified in the subcontract)
  - 7.11 Travel cost
  - 7.12 Current amount due
- 8. Cumulative cost
  - 8.1 Cumulative hours



Jet Propulsion Laboratory  
 Invoice Management Services  
 Mail Stop 241-280  
 4800 Oak Grove Drive  
 Pasadena, CA 91109-8099

- 8.2 Cumulative cost
- 8.3 Total cumulative labor cost
- 8.4 Cumulative retention amount
- 8.5 Cumulative travel cost
- 8.6 Cumulative amount billed to date
- 9. Travel breakout
  - 9.1 Employee name
  - 9.2 Travel dates
  - 9.3 If more than one JPL project/task number, breakout amount allocated by JPL project/task number
  - 9.4 Travel cost
  - 9.5 G&A rate and cost (if applicable)
  - 9.6 Total travel cost
  - 9.7 Cumulative travel cost
  - 9.8 Totals
- 10. Certification wording, authorized signature, printed name, email, and phone number

*"I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government."*

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Name (Please Print)*

\_\_\_\_\_  
*Email*

\_\_\_\_\_  
*Phone Number/Extension*

- 11. Travel receipts and forms per your subcontract
- 12. Numbered pages



## Notes

- A. These instructions, which are made part of your subcontract by reference, are intended to provide guidance regarding submitting invoices to JPL so that we can process them for payment as quickly as possible. Regardless of these instructions, all JPL subcontractors remain solely responsible for compliance with the terms and conditions of their subcontracts and all applicable laws. To the extent of any inconsistency between these instructions and the corresponding subcontract, please refer to the Order of Precedence General Provision.
- B. The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by your subcontract, including these instructions. Invoices must be prepared on commercial invoices (e.g. company's letterhead). We cannot accept invoices prepared on a Public Voucher SR # 1034 form.
- C. We take the following steps in an attempt to pay every invoice that complies with these instructions within 30 days of receipt at JPL Invoice Management Services (IMS):
  - 1. Once we receive your invoice, we review each invoice for the above requirements.
  - 2. If the invoice does not meet any of the requirements, we will contact you ASAP and may request a correction and/or resubmission.
  - 3. We then send CAT A invoices to the JPL Contract Technical Manager (CTM) for review and approval. Other invoices are processed for payment.
  - 4. Once we receive CTM approval on CAT A invoices, we will process your invoice for payment.
- D. For faster payment, IMS recommends signing up for Direct Deposit. Please visit our website and download the Direct Deposit Authorization form.
- E. **Notice of Potential Tax Withholding** – incorporated into your Subcontract as part of the General Provisions, JPL is legally obligated to withhold federal and/or state income taxes from certain contractor payments when required by law.

A state tax of 7% may be deducted from payments for the following: (1) labor for services, including customization of tangible goods, performed in California or (2) rental or lease of real or tangible property in California or (3) Royalties for software licenses used in California. Entities subject to this California Tax Reporting and Withholding include: contractors, sole proprietors, corporations, LLC companies and partnerships that do not have a permanent place of business in California or are not registered to do business in California.

Payments made to non-U.S. resident alien contractors, sole proprietors, corporations etc. are subject of up to a 30% federal tax withholding for: (1) services, including customization of tangible goods, performed in the United States (2) rental or lease of real or tangible property in the United States or (3) Royalties for software licenses used in the United States. Non-U.S. resident individual sole proprietors may be exempt from federal tax withholding or entitled to a reduction in federal taxes withheld if they claim exemption under an existing tax treaty between their country of origin and the United States.



Jet Propulsion Laboratory  
 Invoice Management Services  
 Mail Stop 241-280  
 4800 Oak Grove Drive  
 Pasadena, CA 91109-8099

### SAMPLE INVOICE – LABOR HOUR

The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by the subcontract, including these instructions.



**Billed To:**  
 Jet Propulsion Laboratory  
 Invoice Management Services  
 Mail Stop 241-280  
 4800 Oak Grove Drive  
 Pasadena, CA 91109

**From:**  
 ABC Company  
 600 Main Street Corporate Office  
 Anytown, OH 90000-9876

1. Invoice Date: 7/1/2020
2. JPL Subcontract Number: 1234567
3. Total Subcontract Value: \$ 150,000.00
4. Invoice Number: 002
5. Billing Period: 6/1/2020 – 6/30/2020

6. Remit To:  
 ABC Company  
 ABC Company Accounts Receivable  
 567 Any Street  
 Anytown, VT 12345-1234

7. CURRENT LABOR COST							8. CUMULATIVE AMOUNT	
7.1 Employee Name	7.2 Labor Classification	7.3 JPL Badge Number and JPL Org (CAT A only)	7.4 JPL Project /Task Number	7.5 Number of Hours	7.6 Hourly Rate	7.7 Cost	8.1 Number of Hours	8.2 Cumulative Costs
John Jones	Engineer II		1234567/001	40.0	\$100.00	\$4,000.00	80.00	\$8,000.00
Anne Smith	Engineer III		1234568/002	40.0	\$125.00	\$5,000.00	80.00	\$10,000.00
Bob White	Engineer IV	123456/1111	1234569/003	40.0	\$150.00	\$6,000.00	80.00	\$12,000.00
<b>7.8 Total Labor Costs</b>						\$15,000.00	<b>8.3 Cumulative Labor Costs</b>	\$30,000.00
<b>7.9</b> Portion of labor costs, software licenses, rental of real or tangible property performed/used solely in California or in the United States if foreign entity, to be taxed						\$1,000.00		
<b>7.10 Less Retention</b>						(\$750.00)	<b>8.4 Cumulative Retention</b>	(\$1,500.00)
<b>7.11 Travel Costs</b>						\$3,150.00	<b>8.5 Cumulative Travel Costs</b>	\$6,300.00
<b>7.12 CURRENT AMOUNT DUE</b>						<b>\$17,400.00</b>	<b>8.6 Cumulative Amount Billed</b>	<b>\$34,800.00</b>



### SAMPLE INVOICE – LABOR HOUR, continued

The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by the subcontract, including these instructions.

9. TRAVEL BREAKOUT						
9.1 Employee Name	9.2 Travel Dates	9.3 Project/Task Number	9.4 Travel Costs	9.5 G&A (%)	9.6 Total Travel Cost	9.7 Cumulative Travel Costs
John Jones	6/1/20 – 6/5/20	1234567/001	\$1,000.00	\$50.00	\$1,050.00	\$2,100.00
	6/8/20 – 6/12/20		\$1,000.00	\$50.00	\$1,050.00	\$2,100.00
Anne Smith	6/1/20 – 6/5/20	1234568/002	\$1,000.00	\$50.00	\$1,050.00	\$2,100.00
<b>9.8 TOTALS</b>			<b>\$3,000.00</b>	<b>\$150.00</b>	<b>\$3,150.00</b>	<b>\$6,300.00</b>

10. "I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government."

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Name (Please Print)

\_\_\_\_\_  
 Email

\_\_\_\_\_  
 Phone Number/Extension

11. Attach the travel receipts and forms per your subcontract.