

APPENDIX E  
BILLING PROCEDURES

Upon notification of selection for long term training the following procedures should be followed by the designated individuals:

-- Training Officers and Trainees: Provide one copy of the approved DD 1556, selection letter, and cost estimate to the Finance and Accounting Office.

-- Finance and Accounting Offices: Establish a reimbursable account for the long term training participant. Any costs exceeding the approved (by CEHR-HD) cost estimate is the responsibility of the employing activity.

-- Finance and Accounting Offices: Submit advance bill by SF 1080 for the entire authorized cost estimate to HQUSACE (CEHR-HD). This bill can be submitted anytime during the fiscal year in which the training was taken but NLT 15 September. Bill received after that date will be returned and become the responsibility of the employing activity. There will be no exceptions to this policy. A sample bill is enclosed. Bills should be submitted to:

Commander, US Army Corps of Engineers  
ATTN: CEHR-HD  
20 Massachusetts Avenue, NW  
Washington, DC 20314-1000

ER 350-1-416  
31 Jan 92

SAMPLE BILL

The proper format and content for HQUSACE Sponsored LTT bills is as follows:

Participant name: Stu Dent

Program: Mission Related Graduate Program

COSTS:

Object class		
11	Salary:	\$38,861.00
12	Fringe Benefits:	5,829.15
21	Local Travel or Travel and Per diem or partial pcs	1,000.00
22	Transportation of Things	250.00
25	Tuition	3,780.00
26	Miscellaneous Services (list items and costs)	
	BOOKS:	500.00
	SUPPLIES:	100.00
	TOTAL:	\$50,320.15