

INVOICE

* Please submit invoices in a timely manner as per contract deliverable dates *

TO _____

ATTN: _____

School/College: _____

Royal Roads University
2005 Sooke Road, Victoria, BC, V9B 5Y2, Canada

FROM _____

** Name/Address must match Name/Address on Contract*

Name: _____

Address: _____

GST # (if applicable): _____

For ADMIN USE ONLY	
Royal Roads University	
Account: _____	PO/Contract #: _____
Cost Centre: _____	Sub Cost Centre: _____
Resno: N/A	Revdet: N/A
Cat5: N/A	Cat6: N/A
RRU Position: N/A	
Goods Received/Invoice Verified: _____	
Spending Authority (Yes/No): _____	
Print Spending Authority Name: _____	
Text: _____	
Registered #: _____	
Posting #: _____	

DETAILS

Invoice Date (yyyy-mm-dd): ____ - ____ - ____

Invoice # : _____

* Provide unique invoice # each time. Suggested practice: use Contract # and number sequentially (e.g. NNN-NNNN-01,etc)

Contract # (NNN-NNNN): _____

Regarding: _____

(e.g. Indicate course number)

SERVICES (Details of the services performed including deliverable number)	Fees
Sub-total:	
GST @ 5% if applicable (auto-calculates if GST # entered above):	
TOTAL SERVICES (CAD):	

EXPENSES - Please itemize <small>(Note: mileage rate is \$0.54/km)</small>	Identify Currency	Receipt Total in Foreign Currency	Foreign Exchange Rate *	Receipt Total in CAD	GST (for CAD expense only)
TOTAL EXPENSES (CAD):					

[* Bank of Canada exchange rates](#)

INVOICE TOTAL (CAD):	
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Invoices will be paid in CAD only

For Non-Resident Contracts Only:		
Do any of the deliverables noted above include delivery in Canada?	Yes	No
If yes, please confirm which deliverable(s)		
If yes, please confirm how many days working in Canada		
If yes, please confirm start and end dates for the duration of time working in Canada		
	Start Date	End Date
<small>(Date format: yyyy-mm-dd)</small>		