**A008**

**Invoicing auditing services**

**Accreditation costs**

Modifications: p. 2

South Lane Tower I

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**Note explaining example invoices**

Services and costs to be invoiced to the OLAS:

The assessment services must be **invoiced to OLAS** using the “Example invoice” form on page 3, taking into account the cost estimate done by the OLAS accreditation manager.

Travel, accommodation costs must be **invoiced to OLAS** using the “Example invoice” form on page 4.

If an assessor uses different forms from the ones presented on pages 3 and 4, he has to inform OLAS. OLAS has the right to decline invoices on such forms and impose the use of its own forms.

A fixed compensation for traveling time of 200 € per assessor and per assessment must be **invoiced to OLAS** using the “Example invoice” form on page 4. This fixed compensation does not apply to remote assessments.

Costs for travelling in a private car must be **invoiced to OLAS** at the cost of 0,30 €/km. The costs and incidental expenses associated with the car trip such as motorway tolls and parking expenses are reimbursed on presentation of supporting documents. The following cannot be considered to be incidental expenses: official summonses, the costs of any repairs, etc.

Travel by train or by plane must be **invoiced to OLAS** at the price of a 1st class railway ticket and at the price of a plane ticket under the economy, pex, apex and superapex rates, respectively. The incidental expenses associated with the train or plane trip such as taxi or bus fares, will be reimbursed on presentation of supporting documents.

Hotel expenses (including breakfast) are to be **invoiced to OLAS** at the maximum price of 180 € for an hotel in Luxembourg in accordance with article 2 of the *Regulation of the Government in Council of 18 December 2020 determining the allowances laid down in Articles 16(1), 18 and 20(1) of the Grand-Ducal Regulation of 14 June 2015 on travel and accommodation expenses and on relocation allowances for civil servants and State employees*.. These costs will be reimbursed on presentation of supporting documents.

A fixed compensation for a meal is to be **invoiced to OLAS** at the maximum price of 30 € for half a day in accordance with article 2 of the *Regulation of the Government in Council of 18 December 2020 determining the allowances laid down in Articles 16(1), 18 and 20(1) of the Grand-Ducal Regulation of 14 June 2015 on travel and accommodation expenses and on relocation allowances for civil servants and State employees*. The meal compensation is allocated for each half-day, provided that the meal costs are not directly paid by the client. This fixed compensation does not apply to remote assessments.

Full name Town, dated xx.xx.yyyy

Address

Post code of town

Country

I L N A S / OLAS

Invoicing department

South Lane Tower I

1, avenue du Swing

L-4367 Belvaux

Subject: *audit type and audit number*

Invoice n° xxxxxxxxxxx

**“Assessment services”**

|  |  |  |
| --- | --- | --- |
| **Description** | **Amount** | **Total** |
| File: 20xx/xxx & Name of audited organization | xx days X 952  xx days X 952  *Total:* | xxx,xx € xxx,xx €  xxx,xx € |
| Designation: Technical Assessor/Team leader/Quality assessor |
| Date(s) of the assessment: xx.x.yyyy |
| Number of hours performed:  xx hours preparation/report  (maximum 1/2 day for the technical assessor and 1 day for the quality assessor)  xx hours assessment |
| **Services exclusive of VAT** | | **xxx,xx €** |
| Services are invoiced without VAT | | |

Bank details:

Bank : xxxxxxx

Address: xxxxxxxx

Account holder: Mr./Mrs. XY

IBAN account n°: xxxxxxxxxxxxx

BIC code:

*Signature*

Full name

VAT No:TVA LU 22959463

Full name Town, dated xx.xx.yyyy

Address

Post code of town

Country

I L N A S / OLAS

Invoicing department

South Lane Tower I

1, avenue du Swing

L-4367 Belvaux

Subject: *audit type and audit number*

Invoice n° xxxxxxxx

**”Costs for travel and accommodation”**

|  |  |  |
| --- | --- | --- |
| **Description** | **Amount** | **Total** |
| File: 20xx/xxx & Name of audited organization | xx km X 0.30  200 €  30 € | xxx,xx € xxx,xx €  200 €  xxx,xx € |
| Designation: Technical Assessor/Team leader/Quality assessor |
| Date(s) of the assessment: xxx |
| Costs per kilometer  fixed compensation for traveling time  fixed compensation for meal (30 € for ½ assessment day)  *Miscellaneous…* |
| **Costs *(inclusive of VAT)*** | | **xxx,xx €** |
| *Supporting documents must be attached to the invoice* | | |

Bank details:

Bank : xxxxxxx

Address: xxxxxxxx

Account holder : Mr./Mrs. XY

IBAN account n°: xxxxxxxxxxxxx

BIC code: XXXXX

*Signature*

Full name