

# How to Use Project Task Codes and Billing Memos

Project Task code	When to Use	What to Include in Billing Memo																										
01	<p>Used for all Overhead Hours Types:</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>BD</td> <td>Business Development / Promotional</td> </tr> <tr> <td>CS</td> <td>Community / Philanthropy</td> </tr> <tr> <td>DL</td> <td>Down time unassigned</td> </tr> <tr> <td>HL</td> <td>Public Holidays</td> </tr> <tr> <td>MPL</td> <td>Maternity / Paternity Leave</td> </tr> <tr> <td>OH</td> <td>Overhead</td> </tr> <tr> <td>PD</td> <td>Billing Premium differential</td> </tr> <tr> <td>RG</td> <td>Billing Regular Rate</td> </tr> <tr> <td>SK</td> <td>Sick</td> </tr> <tr> <td>TR</td> <td>OH Training/Continuing Education</td> </tr> <tr> <td>VL</td> <td>Vacation</td> </tr> <tr> <td>XHL</td> <td>Floating holiday</td> </tr> </tbody> </table>	Code	Description	BD	Business Development / Promotional	CS	Community / Philanthropy	DL	Down time unassigned	HL	Public Holidays	MPL	Maternity / Paternity Leave	OH	Overhead	PD	Billing Premium differential	RG	Billing Regular Rate	SK	Sick	TR	OH Training/Continuing Education	VL	Vacation	XHL	Floating holiday	<p>Description of activity</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>✓ OH <ul style="list-style-type: none"> <li>• Jury duty</li> <li>• Bereavement – please include relationship to deceased</li> <li>• Non-billable SMG Team Meeting</li> </ul> </li> <li>✓ TR <ul style="list-style-type: none"> <li>• Driver training</li> <li>• FA/CPR recertification</li> <li>• CHST</li> </ul> </li> <li>✓ CS <ul style="list-style-type: none"> <li>• Junior Achievement Job Spark</li> <li>• ASSP panel</li> </ul> </li> </ul>
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ADN/Administrative	Time spent on billable client administrative duties	Description of activity																										
DAT	Prep of training data/handouts																											
DRT	Mobilizing/demobilizing from site																											
GET	General training																											
ICV/Incident Investigation	Time spent collecting incident information, preparing an incident report, and attending incident review meetings	<p>Brief incident summary to include:</p> <ul style="list-style-type: none"> <li>✓ Who</li> <li>✓ What</li> <li>✓ Where</li> <li>✓ When</li> <li>✓ Why</li> </ul> <p>How</p>																										
MEE	Meeting																											
PRD	Program development																											
PRV	Program review																											
RPP	Report preparation																											
STI/Site Observation	Time spent walking the job and doing associated reports	<p>Should include:</p> <ul style="list-style-type: none"> <li>✓ Who did you observe?</li> <li>✓ Where?</li> <li>✓ When?</li> <li>✓ All IDLH observations for your shift</li> <li>✓ Any observations that were questioned, disputed, or resulted in disciplinary action to an employee.</li> </ul>																										
TRA	Training																											
WEA/Weather	Project is halted due to weather																											