

## OCE REIMBURSEMENT PROGRAMS CLAIMS REPORTING INSTRUCTIONS

### HOW TO UPDATE AND SUBMIT BUDGET & REIMBURSEMENT CLAIM TEMPLATE

Please log into your AccessOCE account, navigate to “Application Information” section and open the “Pending Report” template. To open the template, click on the name of the applicant/client. In the report, navigate to “Attachment” section, open the attached spreadsheet and follow the step-by-step instruction. The first section of this instruction addresses how your budgets can be entered in the spreadsheet, while the second part explains how you can enter your actual claim.

**Financial Summary Tab** – This tab is formula driven; the budget field will be populated with the information provided in the other tabs. Upon completion of your report for each period, please provide appropriate signatures as indicated below the budget summary.

- A. Budget Completion:** Please ensure all budget information is entered carefully to include 1:1 match of the data in the project budget submitted to OCE. To begin, open “**Actual Claims**” tab
- **Actual Claims Tab** – Complete columns “A” to “G” based on your approved budget; to preview your budget, click [AccessOCE Link](#) to access your application. If your project term is more than ‘1 Year’, you must also complete ‘Budget Year 2’ and ‘Budget Year 3’ (columns “N” and “U”). Please add more rows as desired.
  - **Project Activity (Column “B”)** – Please enter all the budget activities outlined in your detailed budget approved by OCE. To preview your approved budget, click [AccessOCE Link](#) to access your application; go to the budget section and copy the itemized description previously entered.
  - **Payee (Column “C”)** – Please enter the individual or organization to be paid for the corresponding activity on the budget line. *(Please leave blank if the payee is not identified).*
  - **Type of Funds (Column “D”)** – Click the row associated with the expense and select cash or in-kind contributions from the dropdown menu.
  - **Source of Funds (Column “E”)** – Please enter the source of funds identified in your approved budget; refer to the “Use of Funds” section of your online application; click [AccessOCE Link](#) to access your application. Note that all expenses will be paid from the source of funder identified here.
  - **Expense Category (Column “F”)** – This section has been broken down into four categories (Salary & Benefits, Travel, Operating Expense and Capital). For each category, if additional entries are required, please insert rows where required.
- Capital (Row 32)** – Do not complete this section if it is not included in the originally approved budget.
- **Budget Year 1** – Enter the allotted amount budgeted for Year 1. Please repeat if your project duration is more than 1 Year by completing Columns “N” and “U”.
  - For the multi-year budget, please enter the project activities associated with other years on separate rows, if the activities do not have budget in year 1.

**B. Actual Reimbursement Claim Completion:** Before completing the reimbursement claim section, please ensure the budgets are completed. The claim must be completed for the current reporting period only. Kindly follow the following step-by-step instruction:

At the **Actual Claims** tab, complete the following:

- **Expenses** (Column "A") – Identify expenses incurred; add additional rows if required for each expense category.
- **Actual** – Select the 'Actual' column associated with the respective Year and Quarter of your claim. All expenses incurred per reporting period must be entered here. Please only report on the actual expenses incurred for each expense item.
- **Comments (Column "AC")** – Please provide additional comments, as applicable for each expense line.
- **Supporting Documents Tab** – Please attach all documentation to support your claim. Examples are invoices, payroll records, travel records etc.

**Once the budget and reimbursement claim template are completed, please go to "Attachment" section; double-click "Multiple File" and upload the newly completed template. To avoid any confusion, delete the template previously saved in this folder by OCE. Please ensure only your new file is saved and uploaded in this folder.**

**C. Completing Your AccessOCE Progress Reports:** Once the reimbursement claim template is completed, complete the "Milestone and Outcomes", "Project Metrics", and update the "Project Financial Report" with the summary of the reimbursement Claim spreadsheet.

In the Project Financial Report, ensure that the amount entered in each expenditure category is the summary of amount allocated to OCE from the claim, and the summary of partner's cash and In-kind contribution must correspond to the actual amount expended from partner's cash and in-kind as stated in the spreadsheet.

**D. How To Submit Report**

Upon completion of your progress report, including upload of your reimbursement claim spreadsheet, ensure to check the attestation button and click submit.

If you have any questions or concerns, please send to [project-administration@oce.zendesk.com](mailto:project-administration@oce.zendesk.com).