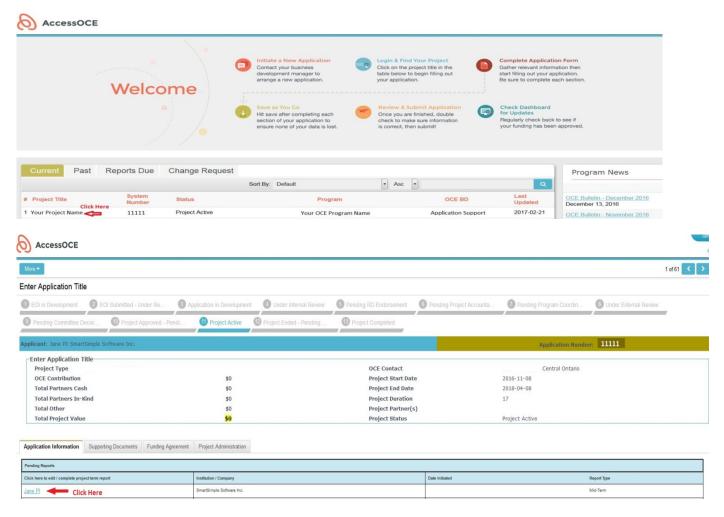
## **OCE REIMBURSEMENT PROGRAMS REPORTING INSTRUCTIONS**

### 1. AccessOCE

- To submit a reimbursement claim, log into your account, click <u>AccessOCE Link</u>, and complete your detailed progress report **Note**: "Applicant" login is required to view and complete reports
- To reset your login information, email <u>accessoce@oce.zendesk.com</u> for assistance
- Once you have logged into you AccessOCE account, select the corresponding project title under the "Current" tab
- The report will be accessible under the "Application Information" Tab. Click your name to enter the report tab



### 2. Milestones Table

- Once you have accessed the report, please click the "Open/Edit Milestones Table" button to update the projects deliverables. If the table possesses any significant delays, please provide further information in the "Justification of Deviations" section
- If your project has met any particular accomplishments you would like to share with OCE, please include this in the Success Stories section
- Please ensure all fields are populated, you may type "Not Applicable" in the fields that are not relevant to you, but avoid leaving any fields blank



#### 3. Attachments

- Please upload your "Compliance Certificate", "detailed excel expenditure report" and any other "supporting documentation" to the "Attachments" section
- Please make sure that information within these documents align with data in both the "Milestones Table" and "Project Financial" section



## 4. **Project Financial Report**

- Please open your detailed expenditure Excel sheet and report the summary of each expenditure category in the online report template shown below "Project Financial Report"
- For all expenditures allocated to OCE, please enter related summary amounts by broad budget category (Salary & Expenses, Operating Expenses, etc.) in the corresponding field of the online financial template by filling the "Actual Expenditures" section
- For the above categories, please do not report a combined total greater than the amount committed by OCE. The total cash and in-kind contributed by your organization during this reporting period should be reported in the "Total Partner Cash" and "Total Partner IN-KIND" section of the online template
- Please ensure the amount reported correspond to the amounts on the detailed expenditure report in the excel spreadsheet

Project Financial Report:				
OCE CASH:	Committment	Actual Expenditure	Variance	Comment (Provide comment on variance greater than \$5,000 per line)
Salaries & Benefits:				
Travel & Living:				
Operating Expense:				
Capital:				
Total OCE CASH:	\$0			
Total Partner CASH:	\$0			
Total Partner IN-KIND:	\$0			
Total OCE Project Value:	\$0			
• Financial Confirmation  If hereby certify that the above financial report is correct and the expenditures were incurred in accordance with the contract signed with OCE				

# 5. Attestation

- Once you have completed the financial portion of the report, please attest to your submission.
- Please ensure you select "Save Draft" before submitting. All content may be lost if not properly saved prior to your submission.



# 6. **Confirmation**

- You will receive the "thank you" message below when the report has successfully been submitted
- If you have any questions or concerns throughout this process, please contact <u>project-administration@oce.zendesk.com</u> for assistance

Thank You! Your Report has been submitted to OCE