

This training resource is designed to help conservation district directors and employees stay informed of key points discussed in recent web-based training. The document should be listed on the district's meeting agenda for discussion and review.

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### Regular Reimbursement Claims

- Submitted monthly
- Includes reimbursement for the following expenses: salaries, operating, copier, and longevity
- Does not include: election expenses, special project expenses, cost-share, O&M, etc.
  - The claim process for these items may vary from what is outlined here; contact the OCC division responsible for guidance on their specific process/requirements

### Resources for Completing a Regular Reimbursement Claim

- To help make assembling a regular reimbursement claim as easy as possible and to insure everything is complete before submitting the claim to OCC for payment, several resources are available:
  - Reimbursement Claim checklist
  - 2-Digit Item Code list
  - FY Allocation Report

### Tips for Completing the OSF-3 Claim Form

- Signatures, both claimant and the notary, are original blue ink
- Amounts being claimed on the form match the backup documents
- The correct 2-digit item code is used for each item listed
  - This will result in the items being listed in the proper ascending order, with salaries listed first followed by operating expenses

### Before Assembling the Claim, Verify

- Take time to verify that all backup documentation is complete to reduce the chances of your claim being returned or amended. This includes
  - Payroll worksheet for each employee is complete and has original blue ink signatures
  - Timesheet for each employee is complete and has original blue ink signatures
  - Operating expense items each have a copy of the invoice or bill with required information and notations
  - A copy of the bank statement showing the debit of each operating expense item is provided; statement copy includes all required information
  - 941 proof of payment coincides with the payroll and timesheet month being reimbursed
- The payroll worksheet month and timesheet month must always match. The 941 receipt should be for the same month or for no later than the 15<sup>th</sup> of the month following the month being reimbursed.
- Only operating expense items must appear on the bank statement for reimbursement; salary items do not have to be listed on the statement.
- OCC's goal is to pay salary items as efficiently as possible. Incorrect operating expense items will be removed from the claim so salary items are not held up.

### Tips for Assembling the Claim

- Items should be in the following order:
  - OSF-3 Claim Form
  - Payroll Worksheet(s)
  - Timesheet(s)
  - Copy of invoice(s) or bill(s) for each operating expense item
  - Bank statement
  - 941 receipt
- For the most efficient processing of the claim
  - All items in the claim should be on only standard full-size sheets of paper (8.5x11)
  - No highlighting should be used on the claim form or documents; colored ink is acceptable
  - Only use paperclips, no staples
  - Mark out QR codes/barcodes
- Do not include the following items with the claim
  - State withholding payment confirmations or reports
  - 941 quarterly reports
  - Copies of checks for bills paid
  - Copies of preclaim checks/forms
  - Any other items not directly related to the claim
- Always keep a full copy of any claim submitted for payment. In the event a claim is lost or damaged, OCC will request the copy to process payment.

### Unpaid or Incorrectly Paid Claims

- Claim payments should be received within a maximum of 4 weeks, though usually the remittance is much quicker.
- If a claim has been submitted, but remains unpaid after 4 weeks, contact the Commission as soon as possible to determine why it has not been paid.
- If a claim was paid, but the remittance differs from what was originally submitted, please provide OCC with the following information so we can determine where the variance occurred:
  - Voucher/claim number
  - Date of the claim payment
  - Claim amount paid
  - Copy of the OSF-3 form and documents you submitted
  - OSF-3 Claim Form

### Additional Resources

- OCC District Services Division
- Area District Coordinators
- Forms & Checklists available on the OCC website
- Training Presentation PDF available on the OCC website