Tip 1: Use Actual Costs

OWEB can only reimburse actual costs. If you are using guestimates, estimates, or other forms of averaging, please modify your accounting practices to report only actual expenses for reimbursement. OWEB can ask for back-up documentation at any time.

Tip 2: Use our Tracking Form

It has an extra column for Scope of Work (SOW) or District Office (DO) but does NOT have column for Indirect or Post Grant. OWEB will accept an accounting report, but most accounting programs allow an Excel export.

Tip 3: Receipts and the memo fields

Try not to lump costs. Itemize costs by purchase, period, or some other logical divider. Don't add up all telephone costs for the period and add them as a single line item. If you combine items by quarter, be sure to use the memo column. For example, if you combine a quarter's rent onto a single line, be sure to use the memo line to detail the months paid.

Tip 4: Mistakes are easy to fix

If (when) you need to adjust a previously reported expense, just place the adjustment on its own line.

Tip 5: Reporting Staff

Please don't lump payroll costs; we'd like to see costs monthly. It is OK to list by quarter is you tell us how many total hours the employee worked in the memo field. Have a timesheet on file to show how many hours each employee worked and one what grant. Have the timesheet signed by the employee and their manager.

Tip 6: Categories are important

Read GoBig (https://www.oregon.gov/oweb/Documents/GoBIG.pdf) and try to put your costs in the correct category. For example, office rent goes in the "Other" category. Bookkeeping and audits go in "Contracted Services."

Tip 7: Ineligible Expenses

Education activities are ineligible. Outreach activities **MUST** be necessary for carrying out eligible restoration and acquisition projects that protect or restore native fish or wildlife habitat or that protect or store natural watershed or ecosystem functions in order to improve water quality or stream flows. Ineligible costs include general DEI training activities and costs that are billed to other OWEB grants.

Tip 8: Travel

Understand what OWEB can and cannot reimburse in this category. Consider using a personal vehicle mileage rate for all travel costs instead of switching between actual expenses and a mileage rate. Read GoBig or watch our short videos (https://www.oregon.gov/oweb/manage-grant/Pages/videos-training.aspx) on the subject.

Tip 9: Food

- Board Meetings: OWEB can reimburse, but you must have a sign-in sheet & agenda
- Outreach Meetings: OWEB can reimburse, but you must have a sign-in sheet & agenda
- Coffee with a landowner: OWEB can **NOT** reimburse
- Meetings with employees: OWEB can **NOT** reimburse
- Day travel: OWEB can **NOT** reimburse

Tip 10: Report as you go

Don't wait until the year end to report your District Office (DO) expenses; report as you go.

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