

DMC-ODS Cost-Reimbursement Invoice Preparation Instructions

Please follow the instructions below for invoice preparation for your FY 2017-18 DMC-ODS expenses.

DMC-ODS costs will be reported in a new cost center, labeled as “DMC-ODS Costs”.

SUD-NNR Invoice Tab:

- Under “Unit: Others” box, relabel as “Cost Reimbursement”.
- Under Row 20, “Total Amount Claimed This Month”, enter the amount of your claim.

DMC-ODS List Tab:

- Copy this new tab to your current invoice template and clear out the amounts entered for sample data.
- Enter information in the new tab labeled “DMC-ODS List”, providing budgets and claims in requested expense categories.
- You may claim more than once a month for DMC-ODS one-time costs only. If you opt to claim multiple times in a month:
 - Please provide per claim details in the DMC-ODS List tab. Insert a column(s) if needed.
 - The amount in Row 20, “Total Amount Claimed This Month” will reflect the amount claimed for that particular invoice only (not for the whole month).