



## REIMBURSEMENT REQUEST INSTRUCTIONS & BEST PRACTICES

Grant Partners request or “draw down” allocated funds by submitting a reimbursement request. The portal for monthly funding requests/reimbursements is open in the e-CImpact system from the 1st - 10th of each month. Requests must be submitted by 5pm on the 10th.

**Note: Projected Expenses are acceptable and expected to submit for.**

### Reimbursement Instructions:

1. Login to <https://agency.e-cimpact.com/login.aspx?org=45050Fs>
2. Click on “Reimbursement” on the left side navigation.
3. Select the fund then month you are requesting for.
4. Enter the “Actual Expenses for this Period.” This includes projected expenses.
5. Click “Save and Submit Reimbursement”.

The screenshot displays the e-CImpact system interface. On the left, a navigation menu includes links for Home, Agency Profile, Contacts, Program Profiles, Email History, and Reimbursement (highlighted with a red arrow). The main content area is titled "United Way Impact Fund" and shows details for the "25/26 - Application" period, including budget and payout information. Below this is a table with columns for Period, Status, and Due Date, showing a row for "July 10, 2025" with a status of "Open" and a due date of "7/10" (highlighted with a red arrow). To the right, an "Expense" list includes categories like Administrative Costs, Fundraising Expenses, Program Salaries/Benefits, Program Expenses (highlighted with a red arrow), Event Expenses, Office Supplies, and Postage &amp; Shipping. Further right, a text box explains that "United Way Impact Fund" is listed in the budget line to track allocated amounts. At the bottom right, three buttons are visible: "Save/Update", "Save and Return to Previous Page", and "Save and Submit Reimbursement" (highlighted with a red arrow).

### REIMBURSEMENT BEST PRACTICES:

To facilitate cashflow and ensure even dispersal of funds, United Way of the Ocoee Region recommends the following for funding requests or reimbursements:

- Reimbursement requests should be submitted in e-CImpact at least once per quarter, preferably on a monthly basis (depending on size of allocation).
- Generally, requests can be made for up to one-fourth (1/4) of the total program allocation in a given month unless special circumstances warrant a need for funds. Please note, the size of the allocation may impact the amount that can be requested at one time.
- In the case of special circumstances, please contact the Director of Community Impact or the UWOR Accounting Department.
- The last period to request funds during the allocation cycle is during the June reimbursement period, or June 1st-10th, 2026. If your agency typically submits true reimbursements, please plan accordingly to accommodate the allocation. This may mean submitting projected expenses.

Note: if you do not see the reimbursement link, it is possible that it is not open yet or has already closed. Please reach out to [shawnastaup@unitedwayoccoe.org](mailto:shawnastaup@unitedwayoccoe.org) for further questions or issues.