

Extra reporting guidelines for IHE's partners

- **Out of pocket costs supporting documents:** In case the supporting documents are not in English (for example both the text and the amount are written in local language) which IHE's financial controllers and IHE's external auditor are not able to read, the partner is requested to write a brief description of the costs in English and also include the amount in English numeral notation (1, 2, 3, 4, ..) on those supporting documents. In this way IHE's financial controllers and IHE's external auditor will be able to use the document to check and verify your financial report and your costs claim amount. Please note that **such brief description in English and the amount in international number need to be written on the supporting receipts/invoices etc. and not on any other paper, because IHE's external auditor will not accept such receipts/invoices as a valid supporting document.**
- **Exchange rate:** Since most of the supporting documents of out of pocket costs are in different regional currencies, the partner needs to mention/**indicate clearly the exchange rate used.** This in order for us to be able to use the supporting documents to check and verify the Euro amount which the partner have claimed. The partner also needs to send us the **supporting document of the exchange** they have used (for example an exchange rate list from a bank or an exchange rate list from an international exchange rate website). We kindly request the partner to also **write down the exchange rate and the Euro amount which you have claimed on the supporting document.**
- **Supporting receipts reference numbers:** Instead of using the receipt/invoice number, we kindly advise the partner to make a **new/own set of reference numbers** (e.g. 1, 1a, 2, 3, ..) and write such reference number both in the detailed report (the excel file shared with you and can be requested at dupc_project@un-ihe.org) and also on the supporting document, this will make the process of checking by both IHE's financial controllers and IHE's external auditor more efficient.