Age-Friendly 2024 Stipend Reimbursement Requests

All expenses for the Age-Friendly 2024 stipends must be incurred by stipend Recipient by September 30, 2024, and emailed to actioncommunity@hanys.org by no later than **October 15, 2024**.

Stipend recipients are required to provide documentation showing that all expenses were incurred during the stipend agreement term (March 15, 2024 - September 30, 2024) and were related to the stipend project as described in the stipend application and agreement.

Best practices

- Involve your Finance and Payroll teams at the start of the stipend project. Let them know what documentation you will need to submit with your reimbursement requests (i.e., payroll records and reports, copies of invoices and proof of payment, purchase and payment receipts).

- For miscellaneous expenses, get itemized receipts at the time purchases are made. If you are a tax-exempt organization, be sure to use your tax-exempt form when paying for purchases.

- Have staff members working on the stipend project track their time as they complete their work. If your Finance or Payroll teams cannot provide an electronic report of the time spent on the project, have your staff members use a manual tracking system to record dates and hours worked so they will be able to complete the Time and Effort Certification Form when it comes time to submit your reimbursement request.

- Store all receipts and documentation related to the stipend project in a central location, together with copies of any prior reimbursement requests. When preparing a new request, ensure that the reimbursement request period listed does not overlap with any prior requests.

- Do not wait until the last minute to submit your reimbursement requests. Submitting early allows us to pay you more quickly or request additional information, if needed.

- To ensure prompt payment, **follow the steps below** when completing your request(s). If you have questions or need clarification, please contact Project Manager Lance San Souci at lsansouc@hanys.org or 518.431.7882.

Steps for completing a stipend reimbursement request

1. **Using the information provided on page 3**, gather all required receipts and documentation to support your reimbursement request. For each expense type, scan and save the documentation in a single .pdf file and name the file accordingly (i.e., *Salary Expense Documentation, Fringe Benefits Documentation, etc.*).

2. Open the **Reimbursement Request Workbook** (*Excel file*), fill in the fields highlighted in yellow on the **Expenditure Cover Sheet** and save the Excel file. (*The "Expenditures for Reimbursement" column will auto-populate based on the information you enter on the other worksheets in the Workbook.)*

3. Complete <u>only</u> those remaining worksheets in the Excel file that apply to the type of expense(s) you incurred relative to the stipend project and then save the Excel file:

Salary Expense	Complete if you are seeking salary reimbursement for staff time spent on the stipend project.
Fringes	Complete if you are seeking reimbursement of fringe benefits for staff who worked on the stipend project.
Miscellaneous Expenses	Complete if you had miscellaneous expenses related to the stipend project and noted them in your stipend application.
Consultant Expense	Complete if you paid consultant fees relative to the stipend project.

4. Print the **Expenditure Cover Sheet**, <u>sign at the bottom where indicated</u>, and scan into a .pdf file (*or sign electronically and convert the Expenditure Cover Sheet into a .pdf file.*)

Submitting a stipend reimbursement request

- Email the following to actioncommunity@hanys.org by no later than **July 15** (*for Interim Report*) or **Oct. 15** (*for Final Report*):

  1. Signed and completed **Expenditure Cover Sheet** (.pdf);
  2. Completed **Reimbursement Request Workbook** (<u>submit the **Excel file**</u>, not a .pdf);
  3. **Supporting documentation** that matches each expenditure listed in the Reimbursement Request Workbook (.pdf files); and
  4. **Interim or Final Report** (Word document).

     Before submitting the Interim and Final Reports, <u>check to be sure</u>:

     a. The top portion (name of organization, person completing report) is filled in;
     b. Each section is complete or marked "N/A" (if not applicable); and
     c. The attestation at the bottom of the report is signed.

Recipients are required to submit Interim and Final Reports, as well as Interim and Final reimbursement requests. However, recipients may submit additional reimbursement requests, if desired.

<u>DOCUMENTATION REQUIREMENTS FOR REIMBURSEMENT REQUESTS</u>

<table>
<tr><th>Expense type</th><th>Required documentation</th><th>Examples of acceptable documentation</th></tr>
<tr><td>Salary Expense</td><td>For <u>each employee</u> listed on the Salary Expense worksheet, provide:
(1) Documentation showing total hours worked <u>and</u> paid during the reimbursement request period
<u>AND</u>
(2) Documentation showing hours devoted to the stipend project during the reimbursement request period</td><td>For item (1): (you may use one or a combination of the following)
Labor distribution reports
Earnings statements (pay stubs) that display hourly rate and hours
Payroll registers
A letter on company letterhead from Human Resources confirming employee’s hourly rate, standard work week, and total hours worked during the reimbursement request period.
For item (2):
If the documentation provided for item (1) does not split out the hours devoted to the stipend project, provide a completed time and effort certification form <u>signed by the employee.</u></td></tr>
<tr><td>Fringes</td><td>If your organization has a federally approved fringe rate, provide a copy of the individual rate agreement from the federal agency that approved the rate.
<u>OR</u>
If your organization does not have a federally approved fringe rate, provide:
Page(s) of an audited financial statement that include the expense section that outlines the total salary and total fringe benefits for the year
<u>or</u>
A letter certifying the fringe rate your organization has calculated/used.</td><td></td></tr>
<tr><td>Miscellaneous Expenses</td><td><u>For each item</u> listed on the Miscellaneous Expenses worksheet, provide:
(1) An invoice or receipt that itemizes the charges
<u>AND</u>
(2) Proof that your organization paid the invoice
If not clear from the invoice, also provide a description of how the expense relates to the goals of the stipend project.</td><td>Acceptable forms of proof of payment:
Cancelled check
Credit card receipt or credit card statement showing the payment
Receipt showing a cash payment</td></tr>
<tr><td>Consultant Expenses</td><td><u>For each item</u> listed on the Consultant Expenses worksheet, provide:
(1) A copy of the consultant’s invoice with the name of the consultant, hours worked, dates worked, and rate of pay
(2) Proof that your organization paid the invoice
<u>AND</u>
(3) A brief explanation of the consultant’s role in achieving stipend project goals.</td><td></td></tr>
</table>