AHEI Community Partner Stipend Reports, Reimbursement Request Workbooks, and supporting documentation are due twice per year: **Aug. 1** and **Nov. 8, 2024**.

Best Practices for completing the Reimbursement Request Workbook:

- Miscellaneous expenses: get an itemized receipt when purchase is made or expense is incurred.
- Complete a weekly staff time report. This is much easier than trying to gather this information right before the reimbursement request is due.
- Please do not wait until Oct. 31 to submit your Interim and Final Reports and Reimbursement Request Workbook. Submitting early allows HANYS to request additional information if needed.
- Work with your Finance and/or Payroll teams to complete the Reimbursement Request Workbook, and to get supporting documentation for proof of use of stipend funds.
- Get a Form W9 from your Finance team. Your organization likely already has one completed. Check to be sure the certification of Form W9 is signed before sending it to HANYS.

REMINDER! All expenses must be incurred by Oct. 31, 2024.

Before submitting your Interim/Final Report and Reimbursement Request Workbook, please follow these steps to ensure your submissions are complete and accurate:

Steps for Completing and Submitting the Reimbursement Request Workbook:

1. Open the **Reimbursement Request Workbook** (Excel file) and complete the following tabs:
   - ☐ **Salary Expense** (*for staff time spent on the stipend project*)
   - ☐ **Fringes** (*for fringe benefits related to staff time spent on the stipend project*)
   - ☐ **Miscellaneous Expenses** (*for miscellaneous expenses related to the stipend project, as described in the stipend application*)
   - ☐ **Consultant Expense** (*consultant fees paid relative to the stipend project*)

   Before submitting, check to be sure you:
   - ☐ Completed "name of organization" and "Agreement signed on" fields on each tab.

2. Fill in only the highlighted fields on the **Expenditure Cover Sheet** and save the Excel file. (*The rest of the Cover Sheet will auto-populate, using information from the other tabs of the workbook.*)

3. Print the **Expenditure Cover Sheet,** sign at the bottom, and scan into a .pdf file, or sign electronically and convert the Expenditure Cover Sheet into a .pdf file.

4. Stipend recipients are required to provide proof of use of stipend funds, to show that all expenses were incurred during the time period when you were implementing your stipend project, and that the expense was used as described in the application and agreement.

   For each expense type for which you are seeking reimbursement, gather the **supporting documentation** listed below, scan or save the documentation in a single .pdf file, and name the file accordingly (i.*e., Salary Expense Documentation, Fringe Benefits Documentation, etc.*):

   a. **Salary Expense** – For each employee listed, provide both of the following:

      i. Documentation to confirm hours worked and paid (*include hourly rate worked during pay periods covered and total hours worked and paid during the period.*)

      Examples of documentation include:
      - Labor distribution reports
      - Earnings statements that display hourly rate and hours
      - Payroll registers

- Confirmation from Human Resources on letterhead of hourly rate, employee's standard work week, and total hours worked during the pay period

b. **Fringes** – We will need the following documentation to support the fringe rate applied:

- If you have a federally approved fringe rate, provide a copy of the fringe agreement
- If your organization *does not* have a federally approved fringe rate, provide:
  - Page(s) of an audited financial statement that documents the total salary expense and total fringe benefits noted above; **<u>or</u>**
  - Letter certifying the fringe rate your organization has calculated/used.

c. **Miscellaneous Expenses** – For each line item on this tab, we will need the following:

- An invoice or receipt that itemizes the charges;
- Proof that your organization paid the invoice; and
- If not clear, description of how the expense relates to the goals of the stipend project.

d. **Consultant Expenses** – For each line item on this tab, we will need the following:

- A copy of the consultant's invoice with name of consultant, hours worked, dates worked, and rate of pay);
- A copy of the agreement between your organization and the consultant;
- Proof that your organization paid the invoice; and
- A brief explanation of the consultant's role in achieving stipend project goals.

5. Complete the **Interim or Final Report** (Word document) explaining how funds were used and demonstrating the impact of the funding as described in your stipend application.

   Before submitting, <u>check to be sure</u>:

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

6. Complete a **Form W9** for your organization or obtain one from your finance office. The Form W9 must identify the TIN to which payment will be made.

   Before submitting, <u>check to be sure</u>:

   - ☐ Your organization and name are correct in the top section;
   - ☐ Part 1 "Tax Identification Number" is complete; and
   - ☐ Part II "Certification" is signed and dated.

2. Email the following to your HANYS Project Manager by no later than **Aug. 1 (for Interim Report)** or **Nov. 8, 2024 (for Final Report)**:

   - ☐ Signed and completed Expenditure Cover Sheet (.pdf)
   - ☐ Completed Reimbursement Request Workbook (Excel file)
   - ☐ Supporting documentation for each expenditure listed in the Reimbursement Request Workbook (.pdf files).
   - ☐ Signed Form W9 (.pdf)
   - ☐ Interim or Final Report (Word document)

For questions on the Reimbursement Request Workbook, contact your HANYS Project Manager.