

Reminders

- Stipend Recipients are required to submit reimbursement requests on **July 1, Sept. 1 and Dec. 10, 2026**. We encourage reimbursement request submissions as often as once per month.
- HANYS can reimburse for actual, reasonable and necessary costs related to your stipend work only. We cannot reimburse for indirect costs or sales tax.
- Stipend recipients must provide documentation to show that all expenses were incurred and paid for between **April 1, 2026 and Nov. 30, 2026**, and that stipend funds were used as described in the application and agreement.

Instructions for Preparing a Reimbursement Request

1. **Gather and compile your supporting documentation.** (*Invoices, receipts, credit card statements, time trackers, check stubs, paystubs, payroll reports, etc.*). Save each to a folder with clear titles.
2. **Open the Reimbursement Request Workbook (RRW).**
3. **Expenditure Cover Sheet:** Fill in the **highlighted** fields noted below and save the Excel file.
Remaining cells are locked and will autofill based on your entries.
 - **Date:** date of RRW submission
 - **Checks payable to:** name and address of the organization that incurred the expenses. *This must be the same organization listed in the stipend agreement and on the W-9 provided.*
 - **Contact name and email:** person that we can contact with questions
 - **Checks mailed to the attention of:** name of who the check should be sent for proper application of stipend funds.
 - **Report for period:** date range of when the expenditures occurred.
(All expenditures must occur and be paid for between April 1, 2026 and Nov. 30, 2026.)

Healthcare Educational and Research Fund Inc. 1 Empire Drive Rensselaer, NY 12144 Care Connections Stipend Reimbursement		
		Date
Checks Payable to:		
Contact Name and Email:		Payee Reference Requested on Checks: Checks Mailed to the Attention of:
Report for Period:		
	Budget Items	Expenditures for Reimbursement
	Salaries*	\$ -
	Fringe Benefits	\$ -
	Miscellaneous*	\$ -
	Contractual*	\$ -
	TOTALS	\$ -
	Total Current Expenses:	\$ -
* Note - Please use the remaining tabs to provide detail of the expenditures. Please include supporting documentation for each expense item reported.		
By signing this report, I hereby certify to the best of my knowledge and belief that the report is true, complete, and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)		

Required Documentation:

- Signed Expenditure Cover Sheet as a pdf file.

6. **Miscellaneous Expense Tab:** If you are claiming Miscellaneous Expense, complete all columns on this tab with headers highlighted in yellow. If you are not claiming Miscellaneous Expense, skip this tab.

- Enter the names of the vendors from whom you purchased items for the stipend project in the Expense column (i.e., Amazon, Staples). Use a separate line for each vendor.
- Enter the dollar amount of each purchase **less the sales tax**.
- Include a brief description of the purchase and how it supports the stipend project in the Notes.

Required Documentation:

- Invoice for each line item or an itemized receipt AND
- Proof of payment.

See table below for more information on documentation requirements.

MISCELLANEOUS EXPENSES		
EXPENSE (Vendor Name)	TOTAL EXPENSE TO BE CLAIMED	NOTES
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
TOTAL:		\$ -

Required Documentation for Miscellaneous Expenses				
	If paid by corporate check	If paid by business credit card	If paid by employee	If paid by petty cash
If purchased from outside vendor (all amounts must match)	Invoice AND Copy of check/ check stub	Invoice AND First page of CC statement showing name and address of stipend recipient AND Page of CC statement on which the charge appears	Invoice AND A copy of the employee's expense report AND Copy of check showing payment to the employee	Invoice AND Copy of internal accounting paperwork showing petty cash was used for the stipend expense
In-house purchases (catering, printing, etc)	Copy of internal request form that itemizes the request and costs associated with it. AND Copy of documentation showing the cost(s) that the stipend recipient paid that expense.			

Reminder! Stipend recipient must incur and pay for all expenses for which they request reimbursement prior to Nov. 30, 2026 and include documentation showing payment by that date. Please plan ahead for the time lapse between receiving your credit card statement and your final purchase, as documentation of the expense and payment is required for reimbursement.

7. Consultant Expense Tab: If you are claiming Consultant Expense, complete all columns on this tab with headers highlighted in yellow. If you are not claiming Consultant Expense, skip this tab.

Required Documentation:

- Consultant’s invoice indicating their name, hours and dates worked, and rate of pay.
- Proof that your organization paid the invoice (copy of check/stub, etc.) prior to Nov. 30, 2026.

CONSULTANT EXPENSES*			
CONTRACTOR/ CONSULTANT NAME	TOTAL EXPENSE TO BE CLAIMED	PERIOD OF SERVICE	NOTES
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
TOTAL:			\$ -

8. Sign and submit the complete reimbursement package:

- Once all tabs in the workbook are complete, review, print and sign **Expenditure Cover Sheet**.
- Scan and save as a .pdf file.
- In an email to your project manager, include the signed Expenditure Cover Sheet, RRW and all supporting documentation as described above.

Recipient (Authorized Official):

Please SIGN and print to .pdf Signature:

Name:
(please print)

Title:

Email:

Phone:

Date:

Best Practices

1. Request itemized receipts for miscellaneous expenses 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.
2. Staff members should track time spent on the stipend project as it occurs using the Time Tracker provided.
3. When completing the Reimbursement Request Workbook, save frequently so you don’t lose your work.
4. To ensure faster processing of your reimbursement, name the supporting documentation files according to their contents (i.e., J. Smith paystubs, Amazon invoice and pmt).
5. Make purchases as early in the stipend period as possible and make fewer, larger purchases, when able.
6. Do not wait until the last minute to submit your reimbursement requests. Submitting early allows us to pay you sooner or request additional information, if needed.

Please contact your HANYS Project Manager with any questions related to reimbursement submissions.