Instructions for Completing the Reimbursement Request Workbook

Stipend recipients are required to submit for reimbursement on **June 24, Sept. 10** and **Nov. 10**, but may choose to submit for reimbursement as frequently as once per month.

Best Practices for completing the Reimbursement Request:

* Miscellaneous expenses: get an itemized receipt when purchase is made or expense is incurred.
* Complete a weekly staff time report. This is easier than trying to gather this information right before the reimbursement request is due.
* Work with your Finance and/or Payroll staff to complete the Reimbursement Request and get supporting documentation for proof of use of stipend funds.
* Get a [Form W9](https://www.irs.gov/pub/irs-pdf/fw9.pdf) from Finance. 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, 2025.

Follow these steps to ensure your Reimbursement Requests are complete and accurate:

Steps for Completing and Submitting the Reimbursement Request:

1. Open the **Reimbursement Request** (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*)
* Complete **“name of organization”** and **“Agreement signed on”** fields on each tab.
1. 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.*)
2. 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.
3. Stipend recipients must provide proof of use of stipend funds, to show that all expenses were incurred during the project implementation period, and that expenses were used as described in the application and agreement.

For each expense type, gather the **supporting documentation** listed below:

* 1. **Salary Expense** – For each employee listed, provide both of the following:
		1. 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
	+ 1. Time and effort certification signed by employee (*confirmation of hours/percent of time spent on the stipend project.)*
	1. **Fringes –** Wewill 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; **or**
	+ Letter certifying the fringe rate your organization has calculated/used.
	1. **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.
	1. **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); and
* Proof that your organization paid the invoice.
1. Email the following to your HANYS Project Manager by the due dates above:
* Signed and completed Expenditure Cover Sheet (.pdf)
* Completed Reimbursement Request (Excel file)
* Supporting documentation for each expenditure listed in the Reimbursement Request

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