MEMORANDUM
Date: January 20, 2014
To: All HI-CHI Partners and Staff
From: Susan Maddox, Executive Team Leader
RE: Required Receipts/Expense Documentation to Receive Reimbursement

HI-CHI is among 14 programs Friends of the Future provides financial management for, each with a variety of different funding sources. To maintain proper documentation/proof of expenses, it is critical we receive sufficient documentation to support amounts paid. In the past, forms of documentation provided from programs has been varied and, sometimes, not complete, which can make it difficult to show sufficient documentation during our annual financial audit.

Effective immediately, to make our recordkeeping consistent among all programs/projects within Friends of the Future, the following will be required in order to receive reimbursement for expenses:

**AIRLINE TRAVEL**
Copy of air travel itinerary showing cost breakdown and airfare total
Copy of all boarding passes, with TSA security markings, as actual travel confirmation

**GROUND TRANSPORTATION**
Rental Vehicle
Copy of rental car contract showing all charges
Copy of credit card receipt, with total charge corresponding to rental contract
Receipt (credit card or cash) for fuel purchased (if allowable expense)

Shuttle/Cab
If paid in cash, receipt from driver showing company name, date, & amount paid
If paid via credit card, copy of credit card receipt; must show company name

Parking
If paid in cash, receipt showing company name, date & amount paid
If paid via credit card, copy of credit card receipt, must show company name

**ACCOMMODATIONS**
Copy of detailed transaction ledger, showing payment method and amount.
If paid by credit card, copy of credit card receipt, if the company provides one.
If paid by cash or check, clear indication on transaction ledger that payment was made

Receipts can be scanned and e-mailed, faxed or mailed directly to Katherine Pomeroy, HI-CHI Project Manager, along with a completed HI-CHI invoice form, so she can provide the required approval for payment. Missing receipts or incomplete/inaccurate invoices will be returned for completion prior to issuing a check.

We value your work and dedication to HI-CHI. I’m happy to answer any questions you may have about the new policy.