HI-CHI
HAWAII COLLABORATIVE HEALTH INITIATIVE
Fiscal Sponsor: Friends of the Future | P.O. Box 2655 | Kamuela, Hawai‘i 96743

Processing Check Requests through HI-CHI (for NRT & STABLE Instructors)

HI-CHI is under the fiscal sponsorship of Friends of the Future (FoF), a 501c3 in Kamuela, Hawaii Island.

Reimbursement is subject to funds availability and agreements made between HI-CHI and partners/organizations submitting the check requests. If your organization is not clear on the agreement, please check with HI-CHI Project Director, Dr. Sneha Sood, before any travel is booked.

Please follow these guidelines for submitting check requests. Note the cap on expenses. You may choose a more expensive hotel and pay the difference:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Docs Needed (scans of originals preferred, or cell phone photos are acceptable)</th>
<th>Expense Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>Receipt &amp; Round Trip Boarding Passes</td>
<td>As needed</td>
</tr>
<tr>
<td>Hotel</td>
<td>Receipt</td>
<td>$175/night (please choose less expensive hotels if possible)</td>
</tr>
<tr>
<td>Ground Transport</td>
<td>Receipt</td>
<td>As needed</td>
</tr>
<tr>
<td>Per diem (for gas &amp; food)</td>
<td>Receipt</td>
<td>$50/day total</td>
</tr>
</tbody>
</table>

Not covered: checked bags

Please e-mail scanned copies or photos to Katherine Pomeroy, Project Manager. Her contact e-mail address is k2pome@gmail.com and mobile phone is (808) 430-7188. Electronic copies are preferred, but if a scanner or smart phone camera is not available, copies of original docs can be mailed directly to:
Friends of the Future | P.O. Box 2655 | Kamuela, Hawai‘i 96743

- Keep all your original receipts and boarding passes for expenses (rather than your credit card debt line item for example). You will not be reimbursed without them.
- Submit scanned receipts and boarding passes (or a photo of them), not the originals. For airfare, submit the receipt and the round trip airline boarding passes.
- Complete and submit “standard HI-CHI invoice.” Please attach the invoice rather than putting it in the body of an email.
- All requests for reimbursement of expenses, along with original scanned receipts must be forwarded to Katherine Pomeroy for processing within 7 working days after being incurred.
- If there are any questions about details of the submission, this will be clarified via the HI-CHI Project Manager and Friends of the Future prior to funds disbursement.
- Check processing (reimbursement) occurs within 1-4 weeks depending on the timing of the FoF disbursement schedule. The check will be mailed to the payee by FoF.

Mahalo!