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 Trainees)

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 partner 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:

<table>
<thead>
<tr>
<th>Reimbursable expenses (pending funding agreements) &amp; supporting docs</th>
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</thead>
<tbody>
<tr>
<td><strong>Expense</strong></td>
</tr>
<tr>
<td>Airfare</td>
</tr>
<tr>
<td>Ground Transport</td>
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<tr>
<td>Hotel</td>
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</table>

Not covered for trainees: NRT course fees, per diem, gas, meals, valet parking, 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:

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- Keep all your original receipts and boarding passes for NRT expenses (rather than your credit card debt line item for example). For airfare, you’ll need to submit the receipt and the round trip boarding passes.
- 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!