

The SAPFB office recently made changes to the 2015 Accessing Funds Packet. In an effort to help streamline the process and to help awardees access their funds quickly, we have highlighted important changes below. Please note that this is not intended to replace the packet but to supplement it. Thus, you will still be responsible for going through the packet and retaining the information contained within it.

Please read, sign, print and date at the bottom of the next page.

Check off the items that MAY APPLY to your reimbursement and keep this page for reference

- ☐ SAPFB is unable to process a direct payment to a vendor for hotel lodging charges due to liability issues. If you are awarded monies for lodging expenses, SAPFB will be able to process reimbursement for the lodging expenses to an individual/organization ONLY.
- ☐ In order to process a reimbursement to an organization, SAPFB requires a W-9 tax form with an active EIN# on it. Please do not wait till the last minute to obtain one if your organization does not already have one. The name on your W-9 should also match the name on your bank statement; please double check so there is no issues with cashing the check issued to your organization.
- ☐ SAPFB cannot reimburse an individual/organization when they did not originally pay for the items being reimbursed. For example, organizations cannot collect a registration fee from their students, use that money to pay for the fees and then seek reimbursement from SAPFB with the intent of distributing the funds later. SAPFB can only process reimbursement to the original payee. In continuing on with this example, if the aforementioned organization does not have the ability to pay for the students to attend prior to the event, students in that organization must pay their own registration fee from their personal funds and be individually reimbursed after the event ends.
- ☐ The 24 hour airfare rule only applies to mainland and foreign flights. For those flying interisland, airfare itineraries must show that you arrived on the day the event starts and depart on the day the event ends. There is not a 24 hour grace period for interisland flights.
- ☐ The address provided on the WH-1 form is the address used to send both the check and any tax documents that you may get in the future. The address on the WH-1 must be a permanent address and not a UH Resident Housing address. Please contact SAPFB via email (sapfb@hawaii.edu) if you are unable to fill out the WH-1 according to these specifications.
- ☐ If you are a UH Faculty or staff member (please omit if you are a student worker or graduate assistant), travel reimbursements must be processed through an eTravel document.
- ☐ If you will be contracting or procuring services from a UH Department, (e.g. renting rooms from CC Meeting and Events or printing from CC Marketing and Graphics, etc). SAPFB can process an IDO to them to pay for the items ordered. This is much like a direct payment and provides the opportunity for organizations to not have to use personal funds to pay for awarded items.
- ☐ If you have a receipt in which multiple payments were applied (i.e. a deposit and final payment), SAPFB needs to see the original receipt, card/check image and bank statement for each charge regardless of how much your organization is being reimbursed by SAPFB.
- ☐ If your organization plans to collect a fee from members/non-members to participate in the event, a complete list of names and amounts collected must be submitted with your packet.
- ☐ If you will be booking a campsite for an SAPFB funded event over the weekend and are required to pay for Friday-Sunday but do not hold your event for all three days, please provide written documentation from the campsite that the reservation required you to book all three days even though less than three days were used for the event. This is needed if you intend to receive reimbursement for your lodging/venue while there.
- ☐ If your organization plans to request a direct payment for a quote that exceeds \$2,500 for a single line item, SuperQuotes must be used to find the lowest bid regardless of how much SAPFB has awarded your organization.
- ☐ SAPFB is unable to process direct payment for any methods that attempt to circumvent the SuperQuotes procurement process. For example, SAPFB cannot directly pay two different vendors for the same line item if the total of their invoices exceeds \$2,500.

Please list below any other UH funding sources you will be using (i.e. ASUH). If any or all of your events will NOT be using UH funding sources, please write down the event name(s) and check the box next to it that says, "Not applicable."

Organization name

☐ **Not applicable**

Event name #1

Name of source	Line item	Amount

☐ **Not applicable**

Event name #2

Name of source	Line item	Amount

☐ **Not applicable**

Event name #3

Name of source	Line item	Amount

I hereby confirm that I have read all of the new updates on the previous page and the information I provided above is listed to the best of my knowledge. By signing this form I agree that the information contained in the first page of this document will be shared with any necessary party in my organization that is/may be responsible for the submission of reimbursement and/or direct payment requests.

Signature

Print name

Date

Please submit this page to sapfb@hawaii.edu or drop off a printed copy at our mailbox outside of campus center room 208 by the deadline printed below.

For the first page, please check off the bulleted items that MAY APPLY to your reimbursement and keep that page for your reference.

Don't forget to submit your agreement and quiz if you haven't already!

DEADLINE TO SUBMIT SECOND PAGE TO SAPFB: THURSDAY, SEPTEMBER 3, 2015