

UH JAPAN STUDIES ENDOWMENT AWARD INSTRUCTIONS FOR REIMBURSEMENTS

DEADLINE: December 1, 2023 (Friday)

Updated on 1/11/2023

Purpose of JSE Award

Faculty and Instructors receive an annual allowance for professional development. Expenses may be used toward Japan-related studies and research. Detailed documentation needs to be provided to UH Foundation in accordance with their accounting procedures and guidelines. Summary reports are also sent to the Japan Foundation.

Instructions for Obtaining Reimbursement of Award Expenditures

REIMBURSEMENT REQUESTS SHOULD BE SUBMITTED WITHIN 90 DAYS OF THE TRANSACTION. Requests submitted more than 90 days after the transaction date may not be reimbursed absent special circumstances. Multiple reimbursement requests through the year will of course be accepted.

Please submit an e-copy of your UHF Check Request Form and necessary attachments to cjs.admin@hawaii.edu. Incomplete documentation will delay reimbursement. Scanned/e-copies will be preferred.

Please make note of the special additional requirements for expenses relating to travel expenses, purchases made while traveling, interpretation services, and the hiring of student assistants. These are detailed on pages 3-5.

1. PREPARE RECEIPTS

- a. Tape your receipts onto an 8.5" x 11" paper, ensuring that a copy can be made without having to unfold or remove any taped receipts.
 - i) Your receipt must be itemized, with the item name appearing next to the purchase price. If it is not possible to obtain an itemized receipt from a vendor, list each item and its unit cost on the sheet of paper with the taped receipt.
 - ii) For foreign receipts
 1. If the receipt is not in English, provide a written translation of the name of the vendor, the date of the transaction, each item listed, and prices. If possible, do this on the sheet of paper with the corresponding taped receipt.
 2. If the item price is listed in a foreign currency, find the conversion rate into U.S. dollars for the date indicated on your receipt at <http://www.oanda.com/currency/converter>. Print out the corresponding web page and attach it to the sheet with the corresponding taped receipt.

3. If you purchased foreign currency at a bank or money changer at the start of your trip, a receipt from them listing the rate of exchange for that day may be used instead for any *cash* purchases made during your trip.
- iii) Printouts of INTERNET RECEIPTS (includes e-ticket purchases) are acceptable, provided that they include:
 1. the payee's name
 2. a description of item(s) purchased, and
 3. proof of payment. Attach a copy of bank, PayPal or credit card statement listing the transaction with all digits except the last four of your account number blacked out. If receipt indicates proof of payment as cash or a card number, that is acceptable.
- iv) For purchases made by CHECK, attach a copy of the cancelled check or bank statement excerpt.
- v) Receipts from cash register tapes need to be defaced with the hand-written text "**Submitted to UHF on [DATE]**".

2. PREPARE EXPENSE SUMMARY PAGE

Number your receipts to match the numbers on your list. PLEASE WRITE A BUSINESS REASON DETAILED FOR EACH ITEM PURCHASED (i.e., research, office use, etc.)

3. COMPLETE CHECK REQUEST FORM

- a. See attached Check Request Form. Complete the top portion of the form and list CJS as the point of contact.
- b. Please be sure to sign on the "**Payee**" line.
- c. If you prefer payment via paper check, provide the address where you would like to receive your reimbursement check.
- d. If you prefer direct deposit via ACH, see attached Authorization Agreement for *Direct Deposits Via ACH Form* and complete the form. Please submit the form along with the *Check Request Form* and supporting attachments to cjs.admin@hawaii.edu. Once the ACH account is set up with UH Foundation, all future payments will be processed via direct deposit.
 - i) Vendor, contact name, and email address section is for the individual the ACH is being set up for. The individual will be the one receiving the reimbursement check.
 - ii) Depository Name: Provide the name of your bank or financial institution. Please note that your bank must be a domestic (U.S.) bank.
 - iii) Account Type: Select one option, either check or savings account.
 - iv) Transit/Routing Number: This is the bank's routing number, usually found at the bottom of your check.
 - v) Account Name: Enter the name on the account being debited if different from the vendor's name.
 - vi) Account Number: Enter the bank account number without punctuation.
 - vii) Please be sure to sign on the first "**Signature**" line. E-signatures are accepted if initiated through DocuSign or Adobe Sign with accompanying certificate of completion.

Please note that it may take 1-2 weeks to set up an ACH account with UH Foundation.

Additional Instructions for Certain Specific Types of Reimbursements

1.1 TRAVEL-RELATED REIMBURSEMENTS

For any travel related reimbursement: airfare, lodging, M&IE, ground transportation, conference fees, admission fees, research materials, or any purchases made while on travel status

- a. The eTravel request or RCUH Travel request should include the UHF JSE account number of xxx-xxxx-x as a source of funding. The expenses should be itemized. Please consult with your admin staff/fiscal officer for your departmental policies.
- b. For travel advances, submit a copy of the fully executed travel request including supporting documentation*, along with a UHF Check Request form at least (4) weeks prior to departure. Advances cannot be guaranteed if submitted later.
- c. For travel reimbursement, submit a copy of the fully executed travel completion including supporting documentation, along with a UHF Check Request form. Original receipts are required for items reimbursed with UHF funds.

NOTE: Your home department should prepare all travel requests and completions. CJS will not initiate travel documents.

*Supporting documentation may include:

- Airfare
 - Alternate itinerary if personal time and/or additional stop is taken
 - Additional lodging quote if nightly lodging exceeds FAR Rate
 - Letter of invitation
 - Conference Flyer
 - Research plan/working itinerary
- UH Foundation requires that copies of both the travel request and travel completion be submitted for *off-duty* periods (*i.e.*, summer break, etc.)
 - Airfare will be reimbursed for *economy class* only. Any upgrades (*i.e.*, business-class, comfort seating, etc.) will be at the traveler's expense.

1.2 PURCHASES MADE WHILE TRAVELING

Purchases made overseas are reimbursable only if you are considered to be engaged in university-approved travel – *i.e.*, you must have finalized E-travel paperwork for the period in which you make the purchase in order to get reimbursed. The way to handle this is as follows:

- a. Make sure you file eTravel or travel request paperwork whenever you think you might be making such a purchase. This applies to both travel on official UH business as well as off-duty or personal leave travel.
- b. Follow the applicable procedures outlined above. Make sure you include a line in your eTravel or travel request for “*research-related expenses*” with an amount sufficient to cover your anticipated purchase up to \$300 (for Japanese language instructors) or \$1,000 (for CJS full members). Upon your return, you will be reimbursed for only those purchases for which you can produce valid original receipts. The balance of your annual travel award can be used for other purchases.

2. TRANSLATION / INTERPRETATION SERVICES/PROOF READING

UH Foundation has informed CJS that they will not remit payment to UH students for translating/proof reading services. Students generally do not meet the definition of independent contractors. However, if the student is employed by a campus department, UH Foundation can remit payment to the department. Such student hires may be subject to payroll taxes. The sole exception would be for students who own and operate independent business entities, where the payment would be made directly to the business.

Other third-party payments may be accomplished by direct payments from UHF or reimbursement, and payments to individuals who are not U.S. taxpayers must go through UH first. There may be additional paperwork requirements. Therefore, please contact us in advance for additional information.

3. PERSONAL ITEMS

Personal items will not be reimbursed by UH Foundation. For purchases of computers, iPads, etc. please state on the Check Request form that the item is for business (not personal) use and is the property of UH Manoa. Please state the specific purpose for each item purchased (*i.e.*, for teaching/research, etc.)

4. STUDENT ASSISTANTS

Plan well in advance if you want to use your award for this purpose. Students must be paid through the student’s payroll account and may not be hired as independent contractors. If you would like to hire a student assistant with your award, please see your Department Chair and your Department Fiscal Officer to get approval and advice on how to set up a UH

account with your Department and arrange to have the funds transferred from the UH Foundation to your Department's UH account. Please keep in mind that setting up student accounts may take several weeks to process, and that the first (and/or final) payment will take even more time.