

## **Professional Mini-Grants Supported by Wo Endowment Fund Procedures**

### **1. Use of funds**

Support faculty/staff development and enrichment at the University of Hawai'i Community Colleges.

### **2. Allowable expenditures**

Air Travel to conferences or site visits (domestic & international)  
Per diem  
Ground travel  
Conference registration fees  
Professional journals, books  
Computer software related to professional development or teaching

### **3. Payment types**

- When seeking reimbursements: Check request will be submitted upon receipt of required information and receipts
- When vendors accept purchase orders: Payment will be processed upon receipt of UH requisition form

### **4. Process**

Prior authorization needed for expenditures other than the allowable expenditures listed above (2.)

Request reimbursement with the following  
information: Payee: [Your name]

Address: [address you would like the check sent to]

Amount: [amount of reimbursement requested]

Project Number 123-6760-4

Business Purpose: [How does this purchase support faculty development and enrichment at the University of Hawai'i Community Colleges]

Send documents to:

Joyce Yamada  
yamadajo@hawaii.edu (preferred)

310 W. Kaahumanu Ave.  
Kahului, Hawaii 96732  
Phone (808) 984-3663

### **5. Authorized Signature**

Joyce Yamada

### **6. Required Documentation**

- For any travel-related expenses, UH Foundation requires a copy of your approved travel request form.
- For reimbursements, scanned receipts are acceptable but save all original receipts in the event of an audit by UH Foundation.