

TO: HAI Internationally-hire Employees, All Locations

CC: Elsie Madeira, Country Administrator, Mozambique
Celio Alves, Administrator, Timor-Leste

FR: Loreen Lee/ HQ

August 1, 2006

Greetings to all!

Some reminders/clarification so that we can make reimbursements to you as quickly as possible:

Please submit your receipts as soon as possible. We want to reimburse you, but we have had to impose a limit of 6 months from the date on the receipt to submit your receipts for reimbursement. After this time, receipts will not be eligible for reimbursement.

Exceptions to this 6-month expiration include: 1) Year-end; if you have any 2006 receipts for reimbursement, please submit them by January 30, 2007, so that we can accurately report our annual expenses for 2006. 2) When a grant is ending, all expenses to be charged to that grant need to be reported before funding ends. Again, you can assist our grants management and accountants tremendously by submitting your receipts within 30 days of the expense and not holding on to these receipts. 3) Termination of employment; in these cases, the employee has 90 days from the date of termination to submit receipts for reimbursement. If an employee who is a U.S. citizen is terminating, we need to run all retirement incentive benefit reimbursements through payroll so FICA tax is deducted appropriately. In these cases, headquarters must have these deposit receipts by the end of the month of your last workday so that we can reimburse you along with your final paycheck.

All receipts for reimbursement must be faxed to Laura at headquarters. This is especially true if payment is being requested in the field; headquarters needs to receive receipts and approve payment first. It is the responsibility of the employee to fax this information to us, not the responsibility of field staff. Faxing these receipts will assist us so we know what to expect to receive by courier and to assist with Laura's workload, especially as we add more International-hire employees.

If the employee can wait for reimbursement, then after faxing the receipts to headquarters, they may be put into an envelope addressed to Laura to be sent in the monthly DHL courier bag. Again, it is your responsibility to collect your receipts and put them in an envelope so that they don't get lost. FYI, the courier bag contains hundreds of documents so your receipts must be enclosed in a separate envelope.

Reimbursements are applicable only during your time of employment. For example, reimbursement may be prorated if your health insurance premium covers 12 months, but employment is terminated before this coverage expires.

Questions? Please remember that field staff are not authorized to interpret policies governing International-hire employees. Instead, direct all inquiries to headquarters: For questions regarding payroll, allowance reports, amounts available, procedures for reimbursements, please contact Laura Hite at hitel@u.washington.edu. For all questions regarding policies on benefits and other personnel issues, please contact me at loreenll@u.washington.edu.

Muito obrigada!