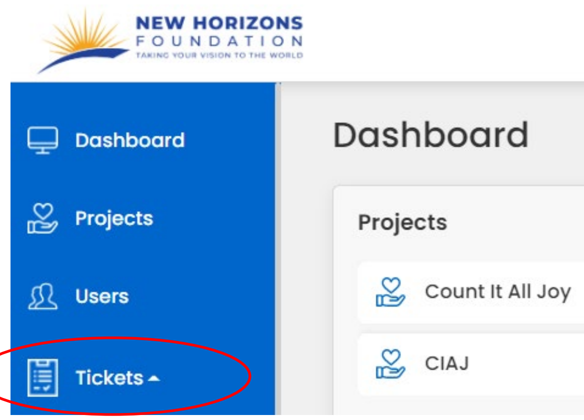
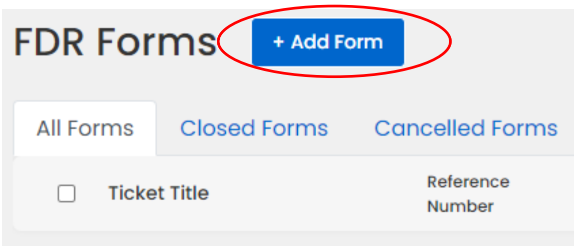
FDR for Expense Reimbursement

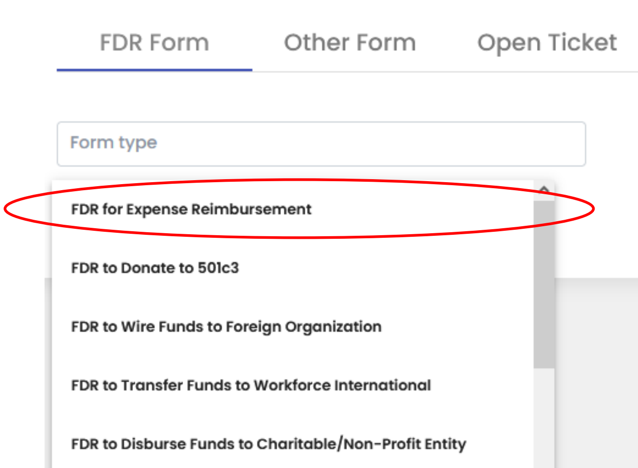
1. Starting from your Project Manager Dashboard, press "Tickets" on the left side of the page.



2. The "Tickets" button will provide a drop-down menu. Press "FDR Forms" from the list.
3. Press the blue "+ Add Form" button.



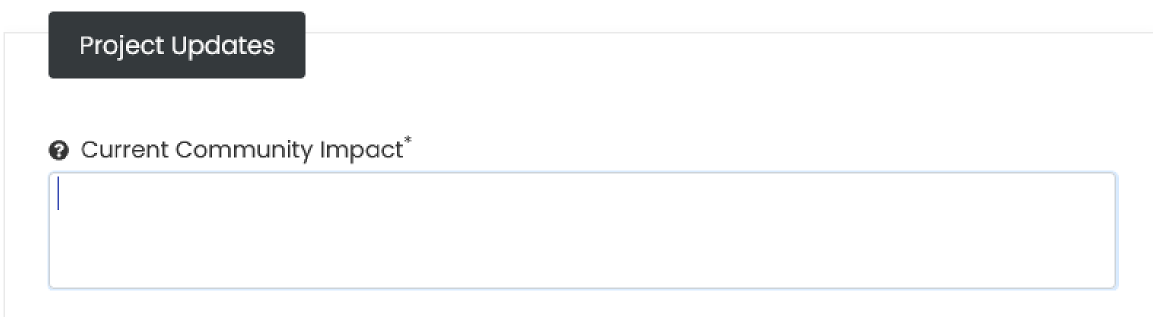
4. Press the "Form Type" box. A drop-down menu will appear. Click "FDR for Expense Reimbursement."



5. Now that you are on the correct form, fill out the "Project Details."
   - Choose your project by selecting "Project Name."
   - Choose a sub account if applicable.

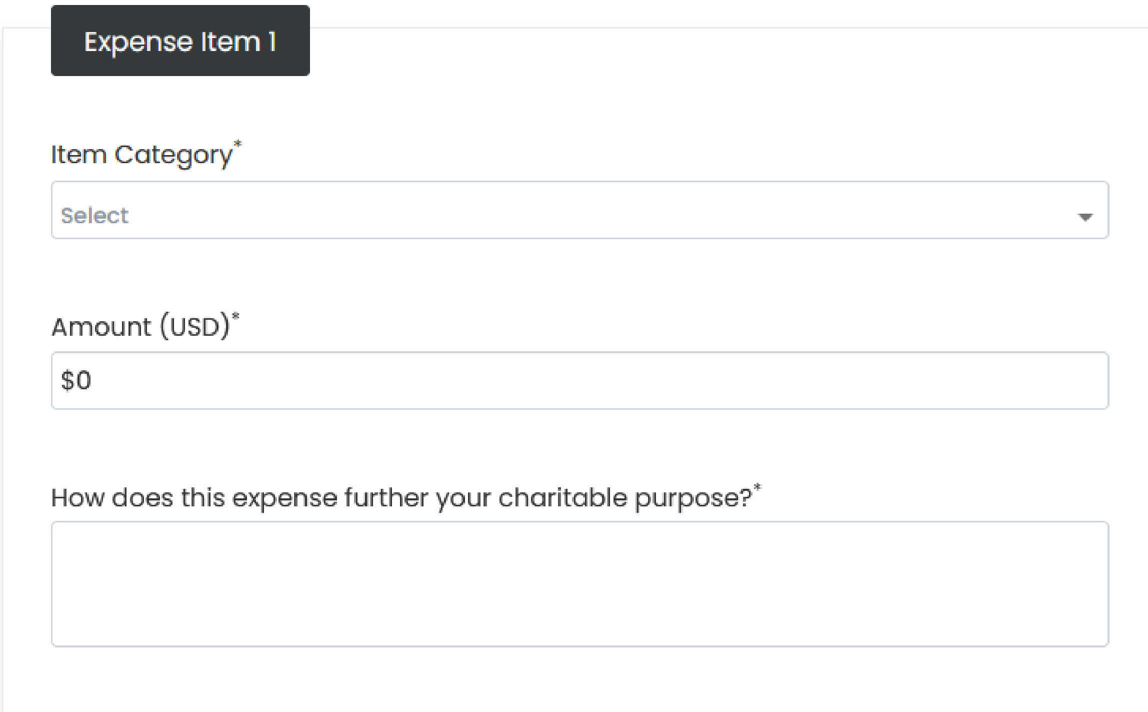
- The “Project FE ID” numbers will automatically be filled.
- Check if the “Mailback Email” is correct.
- Insert the “Date of Request.”
- Check whether you want this request to be anonymous. (In most cases, you will check “no.”)

6. Fill out the “Contact Details” form with the correct details.
    - Note: The “Payable To” is the person or entity we’re sending funds to.
    - You will enter their mailing address.
    - If the person or entity is based in the USA, then the country code will be 1.
7. Fill out the “Project Updates” form.
    - For the “Current Community Impact” section please include a hearty update regarding the charitable activities your project is currently working on.

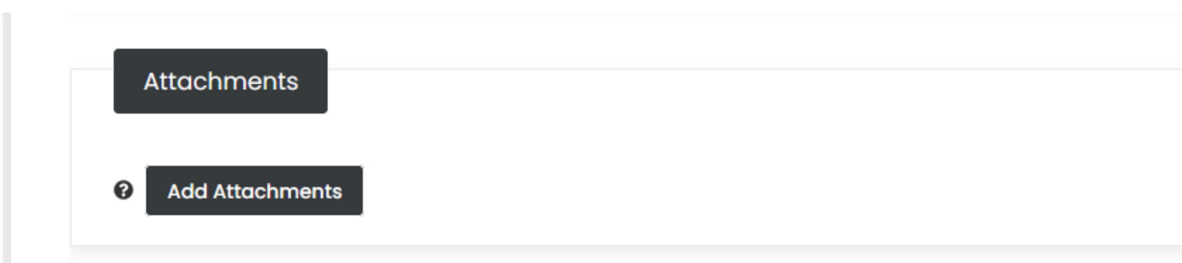


    - This section is for our auditors, and they are looking at how each fund request is charitable toward your project, so this section is vital.
8. Press “Next.”
9. In the next section, choose whether your bank information is already on file with NHF. If you select “No,” a new form will appear. Fill out this form with your bank information.
    - If we have paid this person or entity before, you will select, “yes”
10. Check whether this transaction is an International Wire Transfer.
11. In the “Expenses” form you will add all the expenses you are submitting for reimbursement.
    - You will determine which category the expense falls in (i.e., program support, marketing, travel, office expenses, etc.)
    - You will enter the amount requested for this category.

- You will then provide a description of how this specific expense is charitable for your project. For example, “I bought airline tickets from A to B because we taught classes and met with project donors in B.”



12. Check whether you have mileage expenses.
    - If you have any mileage you would like to be reimbursed for, you will select, “yes” and continue through the form provided.
13. Check whether you have any mission trip expenses.
    - If you select, “yes,” you will then complete the provided form.
14. Check whether you have any overseas expenses under $25.
    - If you select, “yes,” you will complete the provided form.
15. For the last page, you will review your entries and attach any documents and receipts.



- You can leave additional notes or instructions in the comment box.

16. Sign the Project Manager Signature.
17. Once you are ready, select the “Submit” button.