

Quick Start Guide: Using your Funds

More detailed information as well as all necessary forms can be found on our website at <https://veteranshealthfoundation.org/>.

Hiring Personnel at VHF

Contact VHF Administration for all requests to hire new staff into the foundation. A completed [Request to Hire Form](#) is required. All requests must include a position description (in the required format) and the candidate's CV or resume if a candidate has already been identified.

Paying Personnel

To pay an existing employee of VA or another institution with funds held by VHF, contact the VHF Grants and Contracts Manager to determine which contracting mechanism is most appropriate.

Expenses for Offsite Offices and Laboratories

Prior approval must be obtained for any expenditure requested to support off-site activities. Submit a written request to VHF describing the specific project and activities to be conducted off-site including a justification as to why the activities cannot be conducted on VAPHS grounds.

Paying Research Participants

Payments to research participants include stipends for participating in studies and reimbursement for expenses of study participation. A [VHF Financial Letter of Support](#), the final approved budget, and documentation of IRB approval must be submitted to VHF before issuing payment. Participants will be required to complete a [W9 form](#). Payments are made by issuing a pre-paid [ClinCard](#) which may be used as a credit or debit card. See [Participant Payment FAQs](#) for more information.

Making Purchases

Every effort should be made to use [purchase orders](#) and have purchases paid directly by the Foundation instead of making them yourself and requesting reimbursement. Purchases over \$10,000 may require special procedures for supplier selection; see the VHF [Procurement Policy](#) for more details.

Requesting Travel Reimbursement

A completed VHF [Travel Authorization Request form](#) must be submitted to the VHF office staff at least four weeks prior to departure. The travel request should be completed with everything the traveler wants to be considered for reimbursement and submitted with supporting documentation. Requests for travel reimbursements must be submitted to VHF office staff using the [VHF Travel Reimbursement form](#) within 90 days and must be accompanied by required documentation, legible receipts and justification for the expense as outlined in the travel policies of the [VHF Operations Manual](#).

Requesting Purchase Reimbursement

Capital equipment (>\$5,000) and all computers/laptops must be purchased directly by VHF. Requests for reimbursement of other business-related expenditures must be submitted to VHF office staff using the [Request for Payment/Expense Reimbursement](#) form. The completed form must be accompanied by the required documentation, legible receipts and the justification of the expense. This expense must follow the guidelines for reimbursable costs as outlined in the [VHF Operations Manual](#).