



## Salish Regional FYSPRT Reimbursement Submission Process

Submit completed forms to Sam Agnew at [sagnew@kitsap.gov](mailto:sagnew@kitsap.gov)

### **Notes:**

1. Prior to submitting a FYSPRT Compensation submission form for payment eligible individuals must provide a completed W-9 form.
  2. Complete and sign a W-9 form and forward to FYSPRT Convener at [sagnew@kitsap.gov](mailto:sagnew@kitsap.gov)
  3. W-9 forms will be retained by the Regional FYSPRT Convener to support payment of FYSPRT funds.
- [W-9 form](#)
  - [Salish FYSPRT Compensation Form](#)

### **Complete FYSPRT Compensation form as follows:**

1. Enter name, mailing address, zip code, email address, and telephone number.
2. For each event and each day that is being submitted for compensation complete the following:
  - a. Under Event/Meeting select one of the following:
    - i. Partner Type: Youth/Family member Partner
    - ii. Tri-Lead
  - b. Under Event select one of the following:
    - i. Monthly meeting
    - ii. Quarterly Statewide FYSPRT meeting
    - iii. FYSPRT outreach event
    - iv. Monthly Tri-Lead meeting
    - v. Training
  - c. Under Event Description
    - i. Add any specific description of the event if needed.
  - d. Under Event Date:
    - i. Use the calendar icon to select the date you participated in the event.
  - e. Under Mileage & Transportation:
    - i. Indicate starting address and destination address if needed.
  - f. Under Childcare:
    - i. Indicate number of children and number of hours if needed.

- g. Under Meals:
    - i. Indicate location of meal (Clallam, Jefferson, Kitsap)
    - ii. Indicate, meal type (breakfast, lunch, dinner)
    - iii. **Receipts for meals must be provided.**
  - h. Under Additional Expenses:
    - i. Enter information in support of any additional expenses.
    - ii. **Receipts for Additional Expenses must be provided.**
3. After all event information has been entered select the “I will not receive reimbursement from another resource... check box.
  4. Select the Submit button and the form will be forwarded to the FYSPRT Convener for review and processing.