

**University of Alaska
Joint Health Care Committee
Health & Wellness Events**

Funding Support Request Form

Purpose: This form will be used to request funding from the Joint Health Care Committee to support Wellness Events at the local level (group*/department/campus). *A group of 10 or more, not specific to a department or campus – example: building,

- Limits: 1) Requests of \$250 to \$500 should be accompanied by a budget and description of the initiative.
2) Requests of \$500 to \$1,000 should be accompanied by a budget and description of the initiative - and a list of employees eligible for participation in your initiative.
3) \$25 Incentive Reward for any competition type initiatives (per individual winners).

Requirement: A report of program accomplishments is due within two weeks of completion or event date. Please see instructions for report contents.

Requestor: _____ Date: _____

E-mail Address: _____

Target Group, Department or Campus: _____

Date of Event: _____ Expected # of Participants: _____

Description of Activity: _____

Expected Outcomes: _____

Describe how this activity will support Health/Wellness at your location:

Amount Requested: _____ Sponsor Fund & Org Number: _____

(Funds will be transferred to this account following the JHCC's receipt of a completed report on the event.)

To be used for (attach budget if necessary): _____

Submit Completed Request to SWHR at: Fax (907) 450-8201

or email: syswhr@email.alaska.edu

Approved: _____ Date: _____
(on behalf of JHCC sub-committee)

Cc: Chair JHCC, Benefits Director, Manager of Payroll & Benefit Accounting

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Funding Support Instructions

1. Complete the “Funding Support Request Form”. Make sure your event meets the minimum requirements and all applicable documentation is attached. Send to **Statewide Office of Human Resources, Attn: SW Benefits Department** at least 3 weeks prior to the scheduled date of the event.
2. Once the event and reimbursement amount has been approved, you will be contacted by email.
3. Only requests submitted PRIOR to the described event or activity will be considered for funding.
4. Any costs (such as catering, prizes, materials, etc.) must be charged to an MAU department fund and orgn. This fund and orgn will be reimbursed via JV once the final report and documentation is submitted.
5. After the event, a report containing the following items should be sent to **Statewide Office of Human Resources, Attn: SW Benefits Department** no later than 2 weeks after the scheduled event or July 30th whichever is sooner. Required items include:
 - Summary of event and description of results.
 - Written feedback from event participants and/or organizing committee
 - Final number of participants.
 - List of participants receiving awards or payments (include the employee’s UA ID number and the fair market value or dollar amount of the award or prize).
 - Itemized list of items to be reimbursed and copies of receipts.
 - A journal voucher (JV) debiting 187010-90001-1929 and crediting the sponsoring department’s fund and orgn and appropriate account. This JV will be processed at SW Finance after reimbursement approval is received from the JHCC subcommittee. Contact your fiscal officer or manager if you have any questions concerning receipts or creating a JV.