

SPIHA SCHOLARSHIP PROGRAM

Application Process & Procedures

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Section 1

Introduction

- 1.1. **Purpose.** The purpose of the Southern Plains Indian Housing Association (SPIHA) Scholarship Program is to enhance skills development and training opportunities for tribal housing professionals, tribal leaders, and housing board/committee members.
- 1.2. **Background.** The SPIHA Scholarship Program was implemented in January of 2018 as a means to enhance participation in SPIHA meetings and training sessions and other related events.
- 1.3. **Funding.** Funding for SPIHA's Scholarship Program has been provided through an incentive award from Amerind Risk Management Corporation. The level of funding that SPIHA receives to subsidize this program may vary and the maximum funding amount per scholarship award may vary as well.
- 1.4. **Eligible Activities/Items for Scholarships.** Scholarships are available for the following:
 - A. SPIHA Quarterly Meetings
 - B. SPIHA Annual Meeting and Trade Fair
 - C. Amerind/NAIHC's Annual Convention to participate in the numerous NAHASDA- related training sessions.
 - D. SPIHA Annual Dues and Registration Fees.
 - D. Other SPIHA sponsored or affiliated activities and events as announced.

Section 2

Marketing and Information Dissemination

- 2.1. **General.** SPIHA shall effort to market the Scholarship Program to Tribes, Indian Housing Authorities (IHAs), and Tribally Designated Housing Entities (TDHEs) through various methods.
- 2.2. **Marketing.** SPIHA will market the Scholarship Program in the following ways:
 - A. **Website.** Information on the scholarship program, application and necessary forms are generally posted on the SPIHA website (www.spiha.org).

- B. **Emails.** When email messages are sent out announcing upcoming meetings and opportunities, SPIHA will include information about the availability of scholarships (where applicable).
- C. **In Person.** When presentations are made at the SPIHA meetings, SPIHA representatives shall remind attendees about the availability of scholarships to help offset the costs of attending meetings.
- D. **Printed Materials.** Basic information regarding the Scholarship Program shall be made available at the registration desk during SPIHA meetings.

Section 3 Eligibility

3.1. **Who is Eligible?** Individuals eligible for Scholarships include:

- A. Housing Staff members.
- B. Board of Commissioner (BOC) members.
- C. Tribal Council members—when the Tribe is the Indian Housing Block Grant (IHBG) recipient.

3.2. **Funding Level Required for Scholarship Awards.**

- A. **Eligibility Cap.** Scholarship award eligibility is based upon the total amount of Indian housing block grant (IHBG) funding received in the IHBG recipient's annual NAHASDA allocation. Award funds are primarily to be used to help defray a portion of the travel expenses incurred while attending a meeting or event. Reimbursable travel expenses can include one or more of the following: airfare, local transportation, lodging, mileage, parking, and per diem. *See Section 7 for additional details on what is eligible and non-eligible for reimbursement.*
- B. **Tribe, IHA, and TDHE Limitations and Eligible Subsidy Amounts.** Limitations have also been established for Tribes, IHAs, and TDHEs based on need. The determining “*need*” factor used by SPIHA is the organization's IHBG amount for the current year. As noted in the chart below, those Tribes, IHAs, and TDHEs with the lower IHBG awards have more scholarship funds available to them than those receiving larger IHBG amounts. Because the funding was provided by Amerind Risk, Amerind members are eligible for more assistance than a non-member of Amerind. See the table below for guidance. SPIHA reserves the right to modify the specifics of the table depending upon demand and future allocations.

| Recipient IHBG Amounts | Maximum Scholarship Funds |
|-------------------------|---------------------------|
| | Amerind Member/Non-Member |
| Less than \$75,000 | \$3,000/\$1,500 Per Year |
| \$75,000 – \$150,000 | \$2,500/\$1,250 Per Year |
| \$150,001 – \$300,000 | \$2,000/\$1,000 Per Year |
| \$300,001 – \$500,000 | \$1,500/\$750 Per Year |
| \$500,001 - \$1,000,000 | \$1,000/\$500 Per Year |

Section 4 Application Process

- 4.1. **Application Form.** Individuals interested in participating in SPIHA’s Scholarship Program shall use the standard SPIHA “*Scholarship Application*” form when applying for a Scholarship.

See Appendix 1 for a sample of the “*Scholarship Application*” form.

- 4.2. **Applicant Responsibilities.**

A. **Complete All Entries.** Those individuals interested in applying for a Scholarship are required to complete all entries on the “*Scholarship Application*” form.

B. **Submission Methods.** The primary and preferred method for submitting *Scholarship Applications* is “*electronically*” via email to Kelly.cook@Chickasaw.net. Other methods of submission include:

- (1) **First Class Mail.** Send the hard copy *Scholarship Application* form to SPIHA, via first class mail, utilizing the following address:

*Southern Plains Indian Housing Association
c/o Kelly Cook, Executive Assistant
P.O. Box 788
Ada, OK 74821*

- (2) **Fax.** Fax it to SPIHA utilizing the following fax number:
580.421.8877

C. **Submission Requirements.**

- (1) **Submit Early.** Individuals interested in being considered for a Scholarship may submit their application up to 90 days in advance.
- (2) **Deadline.** In order to ensure timely processing of the application, the application must be received by SPIHA, no later than thirty (30) calendar days before the start date for the class/event.
- (3) **No Guarantees.** SPIHA can not and will not guarantee the availability of any scholarship until the application has been reviewed and approved. *(While an individual who has not applied for a scholarship previously may feel he/she should get one, others from his/her Tribe, IHA, or TDHE may have already been awarded scholarships. As such, the individuals Tribe, IHA, or TDHE may have maxed out its "organizational" quota of scholarship funds, thus rendering the individual who is now applying - ineligible.)*

4.3. **SPIHA Review.** SPIHA shall review all incoming scholarship applications in a timely manner to determine eligibility.

- A. **Denote Date/Time of Receipt.** Upon receipt, SPIHA shall denote the date and time of receipt on the upper right hand corner of all incoming scholarship applications. Applications shall be processed in the order received based on the date/time of receipt. Awards are then made until the quota for the recipient has been reached or the funds are exhausted.
- B. **General Review.** SPIHA shall review each application to ensure that all of the requested information has been provided. If not, the applicant should be contacted (via phone or email) to obtain the missing data.
- C. **Review of Assistance Level.** SPIHA shall check the applicants/recipients eligible award based upon the most current IHBG formula data to determine if the applicant is eligible and if so for what level of assistance. SPIHA may award a partial scholarship if the funds remaining will not provide sufficient funding for a total scholarship.
- D. **Scholarship Application Review Sheet.** SPIHA may use the Scholarship Application Review Sheet during to document the fact that the application was reviewed.
See Appendix 3 for sample Scholarship Program "*Application Review Sheet.*"
- E. **Deadline for Review.** It is SPIHA's goal to have scholarship applications reviewed within ten (10) business days of receipt or at the latest, within ten (10) business days of the published class/event registration deadline.

- 4.4. **Applicant Notifications.** SPIHA shall notify all scholarship applicants about the status of their application (i.e., it was either approved or denied). Notification should be sent out within two weeks of the completion of the review/approval/denial process. Notification may be by letter, email, text or phone call.
- A. **Denial.** If an applicant is determined to be “*not*” eligible for a scholarship, SPIHA shall prepare and send a “*Denial Correspondence.*”
See Appendix 3 for sample “*Denial Correspondence.*”
- B. **Award.** If an applicant is determined to be eligible for a scholarship, SPIHA shall prepare and send a scholarship “*Award Correspondence.*”
See Appendix 4 for sample “*Award Correspondence.*”
- C. **Additional Forms.** The following forms/form letters shall be made available or distributed to the recipient as needed.
- (1) **Scholarship Travel Voucher Form.**
See Appendix 5 for sample of the Scholarship Program “*Travel Voucher*” form.
- (2) **Scholarship Cancellation Form.**
See Appendix 6 for sample of the Scholarship Program “*Cancellation*” form.
- D. **Signatures.** The SPIHA representative (or his/her designee) shall be responsible for issuing/signing all Scholarship “*denial*” and/or “*award*” notification correspondence.
- E. **Distribution of Correspondence.** Scholarship Notification Correspondence shall be distributed, documented and filed as follows:
- (1) Original to applicant.
- (2) Copy of notice or memo documenting notice to file.

Section 5

Recipient Cancellation of Class/Event Registration

- 5.1. **Notifying SPIHA of the Cancellation.** In the event that a scholarship has been awarded, and the awardee decides not to attend the course/class/workshop/event (for whatever reason), then it is his/her responsibility to immediately notify SPIHA of their intent to cancel their registration and not attend the class/event. All scholarship awardees are provided a “*Cancellation*” form for use in such case.

See Appendix 6 for a sample “*Cancellation*” form.

- 5.2. **Notifying Host, Airlines and Hotel of the Cancellation.** In the event that a scholarship has been awarded, and the awardee decides not to attend the course/class/workshop/event (for whatever reason), then it is his/her responsibility to immediately notify the Event host/sponsor (if registration fees are required), airlines (if a flight had already been booked) and the hotel where the course/class/workshop/event was to take place (if a room had already been booked) and advise them of the cancellation.
- 5.3. **SPIHA Liability.** When a scholarship awardee cancels a trip to a training/event, SPIHA does not assume any liability for payment of non-refundable airline tickets or other penalties (i.e., fees imposed by the hotel) that may result from the cancellation.

Section 6

Scholarship Awardees Responsibilities Regarding Registration, Travel and Lodging

- 6.1. **General.** The scholarship application and course/class/workshop/event registration processes are two different things. It is the scholarship awardees responsibility to register for the course/class/workshop/event he/she will be attending and to make all necessary travel/lodging arrangements.
- 6.2. **Advance Registration.** It is the scholarship awardees responsibility to register for the course/class/workshop/event identified on the “*Scholarship Award*” letter. Scholarship awardees are encouraged to register early and are reminded that the *Award of the Scholarship does not constitute automatic registration for the course/class/workshop/event that they received a scholarship for.*
- 6.3. **On-Site or Late Registration.** On-site or late registration, by scholarship awardees, is done so at their own risk as accommodations may be unavailable.
- 6.4. **Travel Reservations.** Scholarship awardees are responsible for making their own travel arrangements/reservations to/from the event location identified in the “*Award Letter.*” SPIHA staff is **NOT** responsible for making travel arrangements/reservations.
- 6.5. **Lodging Reservations.** Scholarship awardees are responsible for making their own lodging arrangements at the event location identified in the “*Award Letter.*”

Section 7 Reimbursement

- 7.1. **General.** Expenses incurred by the scholarship awardee shall be considered for payment on a reimbursement basis. In other words, the scholarship awardee or his/her tribe, IHA, or TDHE pay first, submit their “*Travel Voucher*” and are then reimbursed for the “*allowable*” expenses they incurred.
- 7.2. **Scholarship Reimbursement Limits.** Individual reimbursements for dues or travel expenses are limited to the actual amount of dues or travel expenses for the trip up to the maximum subsidy amount per organization by year. Additionally, reimbursements are subject to the availability of funds and the limits established for each tribe, IHA, or TDHE.
- 7.3. **SPIHA’s Determination of Cost Allowability.** SPIHA reserves the right to determine the eligibility of any and all costs being claimed for reimbursement by a scholarship awardee.
- 7.4. **Travel Reimbursement.** When filling out the travel voucher, awardees may list as many expenses as they like so long as they are supported by receipts. The total may exceed the maximum amount allowable for reimbursement.
 - A. **Allowable Expenses.** Before an expense can be reimbursed, it must be allowable under the Scholarship Program guidelines. ***SPIHA reserves the right to determine if an expense is allowable or not. As a general rule, 2 CFR Part 200 shall be used as a guide in determining allowability of expenses.*** The following examples are considered to be the more common regarding “*allowable*” and “*reimbursable*” expenses that have been identified under the Scholarship Program.
 - (1) **Airfare.** Reimbursement for airfare (coach) will be based upon actual costs incurred (supported by receipts).
 - (2) **Local Transportation.** Reimbursement for local transport (i.e., airport shuttle or taxi while traveling between the airport and the training/event facility or hotel) will be based upon actual costs incurred (supported by receipts).
 - (3) **Lodging.** Reimbursement for lodging will be based upon actual costs incurred (supported by receipts).
 - (4) **Parking.** Reimbursement for parking (i.e., at the meeting/event site or airport) will be based upon the actual costs incurred (supported by receipts).

- (5) **Mileage.** Reimbursement for mileage (i.e., travel to/from the awardees home and the nearest airport or travel to/from the meeting/event site) will be based upon actual documented mileage. SPIHA will use the mileage rates published in the GSA schedule and that are in effect on the date travel takes place. If the awardee is seeking reimbursement for use of his/her private vehicle for travel being conducted in conjunction with the scholarship, then he/she must indicate the date(s) of travel, start/stop points of travel, total miles driven, and the amount of reimbursement being sought. This information should be annotated on the “*Travel Voucher*” form.
 - (6) **Per-Diem.** Reimbursement for Per-Diem (meals and incidentals) will be based on the per diem rates published in the GSA schedule and that are in effect at the time of travel and for the locality where the training/event is taking place. The first and last day of travel is paid at seventy-five percent (75%) of the applicable per diem rate; all days in between are paid at the full rate.
- B. **Receipts.** Before a claimed expense can be reimbursed, it must be supported by a receipt (except for meals). Those receipts must be provided to SPIHA along with the *Travel Voucher*. “**Original**” receipts are preferred (where available); however, legible copies are acceptable.
- C. **Ineligible Expenses.** Certain expenses incurred during the course of routine travel are **NOT** “*allowable*” or “*reimbursable*” under the Scholarship Program. Ineligible expenses associated with scholarship travel include, but are not limited to, the following:
- (1) **Beverages.** Beverages charged to the scholarship awardee’s hotel room or out of pocket.
 - (2) **Copying Services.** Copying services charged to the scholarship awardee’s hotel room or out of pocket.
 - (3) **Entertainment.** Entertainment services charged to the scholarship awardee’s hotel room or out of pocket.
 - (4) **Fax.** Fax services charged to the scholarship awardee’s hotel room.
 - (5) **Food.** Food charged to the scholarship awardee’s hotel room or out of pocket. (Food items may be deducted from per diem if the food item is clearly identified on the hotel receipt.)
 - (6) **Local Transportation.** The use of local transportation (i.e., taxis) for non-business type functions (i.e., to/from events, restaurants, points of interest, etc.).

- (7) **Movies.** Movies charged to the scholarship awardee's hotel room.
- (8) **Tips and Gratuities.** Tips and gratuities (i.e., for bell captain to handle bags, waiters/waitresses, maid service, etc.) that are charged to the scholarship awardee's hotel room or out of pocket. This also includes tips to taxi drivers, sky caps, etc.

7.5. **Payment.** Reimbursements for Scholarship Program expenses shall be made via check and payable to the scholarship awardee's tribe, IHA or TDHE—**NOT** the individual who was awarded the scholarship. *(In most instances, the tribe, IHA, or TDHE will pay the individual for his/her travel expenses in advance. As such, SPIHA shall reimburse the tribe, IHA, or TDHE—NOT the individual who was awarded the scholarship.)*

7.6. **Documenting Attendance.**

- A. **Scholarship Awardees.** SPIHA reserves the right to verify registration of any scholarship awardee in order to document attendance.
- B. **No-Shows.** If SPIHA is unable to verify the actual attendance of an awardee, it reserves the right to refuse reimbursement of any related expenses.

7.7. **Travel Voucher.**

- A. **Complete Travel Voucher.** Scholarship awardees are required to complete, sign, and submit a "**Travel Voucher**" to SPIHA in order for their tribe, IHA, or TDHE to receive reimbursement for expenses associated with a scholarship.

See Appendix 5 for a sample of the "**Travel Voucher**".

- B. **Filing Deadline.** The Scholarship awardee is required to submit a "**Travel Voucher**" to SPIHA within thirty (30) calendar days of attending the meeting.
- C. **Consequences of Late Filing.** SPIHA is not required to make reimbursements on "**Travel Vouchers**" that are received more than thirty (30) calendar days after the meeting/event has been completed unless there are unusual or mitigating circumstances that were beyond the control of the scholarship awardee. In such instances, the individual and/or tribe, IHA, or TDHE will need to document the reason for the late filing. SPIHA shall review such late filings on a case-by-case basis to determine if sufficient justification is available to warrant payment.

- D. **Receipts to Support Expenses.** Receipts (originals preferred) for all expenses being claimed for reimbursement must accompany the “*Travel Voucher*”.
- E. **Where to Submit.** The completed “*Travel Voucher*”, along with receipts, shall be submitted to:

**Southern Plains Indian Housing Association
c/o Kelly Cook, Executive Assistant
P.O. Box 788
Ada. OK 74821**

7.8. **SPIHA Internal Review Procedures for *Travel Vouchers*.**

- A. **Internal Review.** The SPIHA representative shall review the “*Travel Voucher*” and reconcile receipts with the amounts claimed. Following that review, that individual shall initial and date the form before forwarding it to the SPIHA approving official for final approval.
- B. **Approval.** The SPIHA approving official shall approve scholarship travel vouchers for payment. This shall be accomplished by initialing and dating the form in the appropriate block located in the lower right hand corner of the form.
- C. **Copies and Distribution.** Once the Travel Voucher is approved, the SPIHA representative shall make a file copy and then prepare the documents necessary for payment.
- D. **Files.** The SPIHA representative shall maintain adequate files on the Scholarship Program. Within those files, the following information shall be maintained.
 - (1) Copy of the application.
 - (2) Copy of the award/denial letter.
 - (3) Copy of the cancellation notice (if applicable).
 - (4) Copy of the travel voucher with receipts.
 - (5) Other pertinent documents (i.e., faxes, emails, etc. that are pertinent to the individual scholarship).

Section 8

Review of Guidelines

- 8.1. **General.** SPIHA shall periodically review the Scholarship Program Guidelines and revise where necessary to meet budget constraints and to improve the overall efficiency and effectiveness of the Scholarship Program.
- 8.2. **Change Register.** Such changes/updates shall be documented as a revision.

APPENDIX 1

SCHOLARSHIP Application Form

SOUTHERN PLAINS INDIAN HOUSING ASSOCIATION
SCHOLARSHIP PROGRAM
APPLICATION FORM

Meeting/Event Title: _____

Meeting/Event Location _____

Meeting/Event Date(s): _____

Name of Applicant (First, MI, Last): _____

Organization _____

Mailing Address: _____

City _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email _____

Indian Housing Block Grant Amount: \$ _____ FY: _____

Has your organization been previously awarded a SPIHA Scholarship (current calendar year only)? Yes No

Is your organization currently an Amerind Risk member? Yes No

If applicable, please provide the following information regarding those who were previously awarded scholarships:

Awardee Name _____

Name of Event _____ Date _____

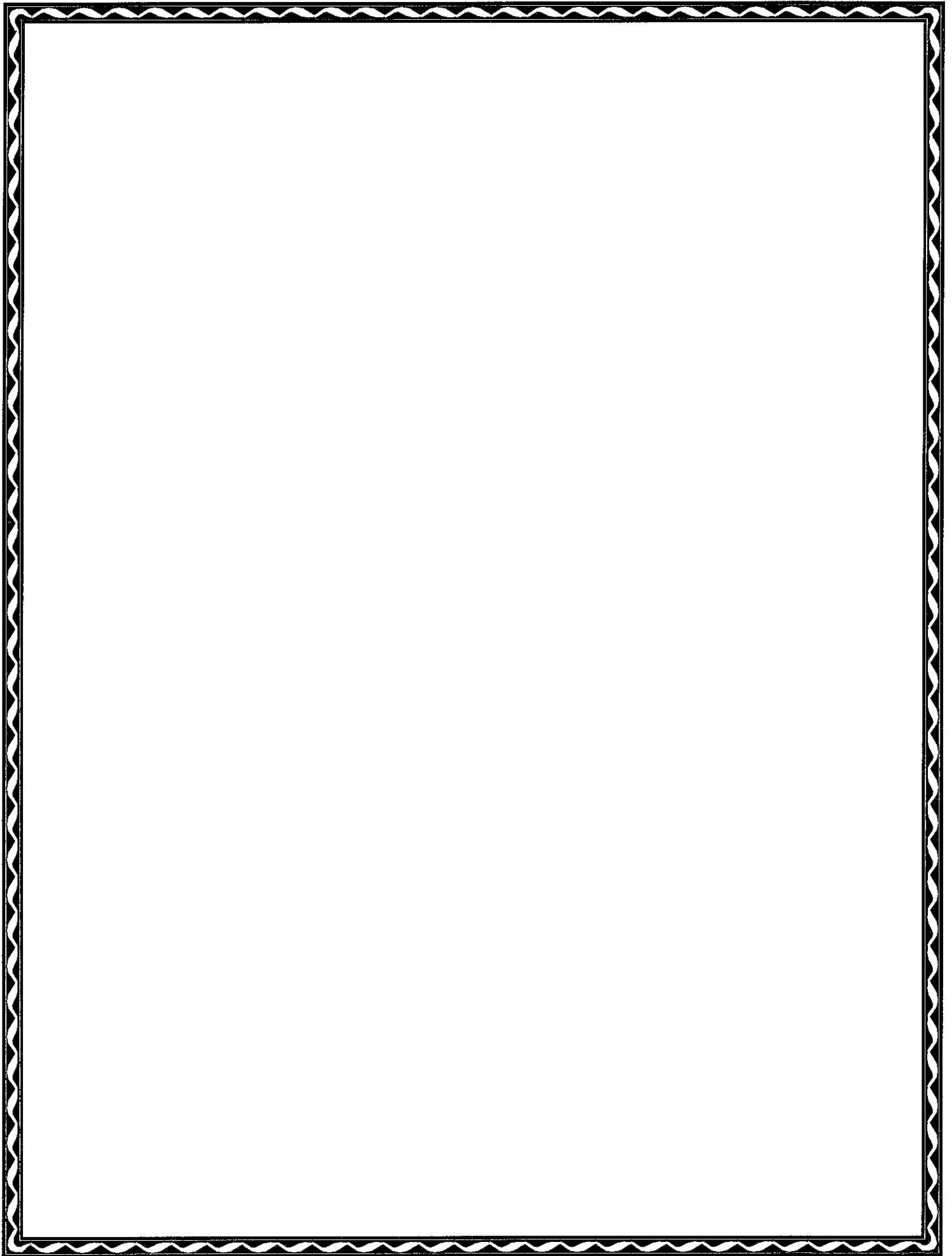
Awardee Name _____

Name of Event _____ Date _____

To be considered for a scholarship, your application form must be received by SPIHA no later than thirty (30) days prior to the start date of the meeting or event you plan to attend.

Funding for this activity has been provided through funds received from an incentive award from Amerind Risk.

Southern Plains Indian Housing Association
P.O. Box 788
Ada, OK 74821
Phone: 580-421-8880 Fax: 580-421-????
www.spiha.org



APPENDIX 2

SCHOLARSHIP Application Review Sheet (Sample)

SOUTHERN PLAINS INDIAN HOUSING ASSOCIATION

SCHOLARSHIP APPLICATION REVIEW SHEET

For Internal SPIHA Use Only

Name of Applicant: _____

Organization/Tribe/IHA/TDHE: _____

Meeting/Event: _____

IHBG Amount for the current Fiscal Year: \$ _____

Amount the Organization is eligible for based on IHBG amount (check one):

| | <u>IHBG Amounts</u> | <u>Maximum Eligible Amount Per Year</u> |
|--------------------------|-------------------------|---|
| <input type="checkbox"/> | Less Than \$ 75,000 | \$3,000/\$1,500 |
| <input type="checkbox"/> | \$75,000 - \$150,000 | \$2,500/\$1,250 |
| <input type="checkbox"/> | \$150,001 - \$300,000 | \$2,000/\$1,000 |
| <input type="checkbox"/> | \$300,001 - \$500,000 | \$1,500/\$750 |
| <input type="checkbox"/> | \$500,001 - \$1,000,000 | \$1,000/\$500 |

Application Approved: Yes No

Scholarship Awarded: Yes No

Previous Scholarships Awarded: Yes No

Amerind Risk Member: Yes No

If approved, total amount for this calendar year: \$ _____

Organization is eligible for a total of \$ _____ in scholarship assistance, minus \$ _____ received previously during the current calendar year.

Scholarship Award. This applicant is authorized to receive \$ _____ in scholarship funds.

Notification. Notification to applicant sent out on _____

Reviewers Initials/Date: _____ / _____

Notes:

APPENDIX 3

SCHOLARSHIP Not Approved Letter (Sample)

< date >

< applicants name >

< applicants Tribe/IHA/TDHE >

< Tribe/IHA/TDHE mailing address >

< city, state, zip >

Subject: Scholarship Denial Notification

Dear < applicants name >,

This letter is to inform you that your application for a scholarship, to attend < name of meeting/event > in < location of meeting/event – city, state > on < dates of meeting/event>, has not been approved.

The reason your scholarship application was not approved is: < briefly describe the reason or circumstances >.

Should you have any questions regarding this matter, please contact SPIHA at XXX-XXX-XXXX.

Sincerely,

SPIHA

Title

cc: *Scholarship File*

APPENDIX 4

SCHOLARSHIP Award Letter (Sample)

< date >

< applicants name >

< applicants Tribe/IHA/TDHE >

< Tribe/IHA/TDHE mailing address >

< city, state, zip >

Subject: Scholarship Award Notification

Dear < applicants name >,

The letter is to inform you that you have been awarded a scholarship to attend < name of meeting/event > in < location of meeting/event – city, state > on < dates of meeting/event>.

Your scholarship includes travel/lodging/per-diem expenses of up to \$_____ or actual costs, whichever is less. These expenses will be paid on a reimbursement basis. You are responsible for making your own travel and lodging arrangements.

The Travel Voucher form (*see enclosure*) is to be used when submitting/claiming reimbursable expenses, following completion of the meeting/event. All reimbursable expenses being claimed must be allowable and verified by a receipt (originals preferred). *Note: SPIHA reserves right to determine if a cost is allowable.*

You are reminded to register to verify and document your attendance. Failure to comply may impact reimbursement for claimed expenses.

If for some reason you can not attend this meeting/event, you are required to advise SPIHA immediately. A cancellation form is enclosed for your convenience.

Should you have any questions, please contact SPIHA at XXX-XXX-XXXX.

Sincerely,

SPIHA

Title

*enclosure: Travel Voucher form
Cancellation form*

APPENDIX 5

SCHOLARSHIP Travel Voucher Form

SOUTHERN PLAINS INDIAN HOUSING ASSOCIATION
SCHOLARSHIP PROGRAM
TRAVEL VOUCHER

Scholarship Awardee's Name: _____ Job Title: _____

Telephone: (_____) _____ Email: _____

Tribe/IHA/TDHE: _____

Address: _____

City: _____ State: _____ Zip: _____

Travel: BEGIN Date: _____ Time: _____ END Date: _____ Time: _____

Meeting/Event Attended: _____

Meeting/Event Location: _____

Meeting/Event Date(s): START: _____ END: _____

Eligible Expenses

Airfare \$ _____

Lodging \$ _____

Local Transportation \$ _____

Mileage

.xx per mile X _____ miles = \$ _____

Per Diem (Meals and Incidental Expenses)

_____ X _____ quarters = \$ _____
(Rate) (Number of Quarters)

Parking \$ _____

TOTAL ACTUAL AMOUNT REQUESTED \$ _____

Amount Eligible for Reimbursement: \$ _____

SPIHA USE ONLY: Attendance at meeting/event verified: YES No

Expenses reviewed/verified by: Initials _____ Date: _____

Expenses to be charged to Accounting Code: **XX-XXX-XXXX**

SPIHA shall pay the lesser of actual travel costs or max subsidy amt.

PLEASE ATTACH RECEIPTS

| |
|---------------------------|
| Amount Approved: \$ _____ |
| Approved By: _____ |
| Date: _____ |

APPENDIX 6

SCHOLARSHIP Cancellation Form

**SOUTHERN PLAINS INDIAN HOUSING
ASSOCIATION**

SCHOLARSHIP PROGRAM

CANCELLATION NOTICE

Date: _____

From: _____

(Name of Scholarship Awardee)

(Tribe /IHA/TDHE)

(Mailing Address)

(City, State, ZIP)

To: Southern Plains Indian Housing Association
P.O. Box 788
Ada, OK 74821

This letter serves to notify you that I will not be able to attend the meeting/event for which I was awarded a scholarship (check one of the following boxes and fill in the details):

| Program | Course/Workshop/Event Title |
|--|------------------------------------|
| <input type="checkbox"/> SPIHA Quarterly Meeting | _____ |
| <input type="checkbox"/> NAIHC/Amerind Annual Meeting: | _____ |
| <input type="checkbox"/> Other Event: | _____ |

Scheduled date(s) of meeting/event for which I was awarded a Scholarship:
_____ to _____ 2018.

My reason for cancellation is: _____

Signature of Scholarship Awardee

**SUBMIT COMPLETED CANCELLATION
FORM TO SPIHA AT THE ABOVE
NOTED ADDRESS OR FAX TO
580-421-8877**

