



In the name of Allāh, the Gracious, ever Merciful



Majlis Anṣārullāh

An Auxiliary of Ahmadiyya Muslim Community

United States of America

Muslims who believe in the Messiah,
Ḥadrat Mirzā Ghulām Aḥmad Qādiānī (may peace be on him)

TRAVEL AND OTHER EXPENSE REIMBURSEMENT POLICY

Version: 6- supersedes version 5.

Effective date: January 01, 2017- supersedes May 19, 2013

Salient features of the policy

- ☒ It is the policy of Majlis Ansarullah, USA, to reimburse only reasonable and necessary expenses actually incurred by the members.
- ☒ Exercise discretion and good judgment with respect to expenses.
- ☒ Submit expense voucher with receipts within a few days of expenses.
- ☒ Local Majlis can request reimbursements for local events that are open to all members of the Majlis. These expenses will be limited to their approved expense budget.
- ☒ For air travel, ticket must be purchased two weeks prior to travel. Only the cost of airfare will be reimbursed.
- ☒ Airline Ticket over \$500 must be approved by Qaid Mal prior to purchase.
- ☒ Parking for air travel is capped at \$12/day for Amila meeting only.
- ☒ Meals, ground transportation, lodging is not reimbursed unless absolutely necessary. Lodging and rental car expenses must be approved by Qaid Mal prior to travel.
- ☒ Mileage reimbursement rate is 25 cents per mile for use of personal automobiles.
- ☒ All expenses will be reimbursed upon completion of the travel or event.

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1. Purpose:

The President (Sadr) of Majlis Ansarullah USA (Majlis) recognizes that members of the executive committee (Amila), local and regional officers, and general members of Majlis may be required to travel or incur other expenses from time to time to conduct Majlis related business and to further the mission of this non-profit organization. The purpose of this policy is to ensure that:

- 1.1 Adequate cost controls are in place,
- 1.2 Travel and other expenditures are appropriate, and
- 1.3 To provide a uniform and consistent approach for the timely reimbursement of the authorized expenses incurred by members. It is the policy of Majlis to reimburse only reasonable and necessary expenses actually incurred by members.

When incurring expenses, Majlis expects members to:

- 1.4 Exercise discretion and good judgment with respect to expenses.
- 1.5 Be cost conscious and spend majlis's money more carefully and judiciously than the individual would spend his money.
- 1.6 Report expenses, supported by required documentation, as they were actually spent.

2. Expense report:

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written expense report at:

<https://amanat.ansarusa.org/selfservice>.

The expense report shall be submitted whenever there is a need or within 8 Weeks of the completion of the travel.

Reimbursement request must include:

- 2.1 The individual's name
- 2.2 If reimbursement for travel is requested, the date, origin, destination, purpose of the trip, including description of each activity during the trip.
- 2.3 The name and affiliation of all people for whom expenses are claimed i.e. people on whom the money was spent in order to conduct majlis's activities.
- 2.4 An itemized list of all expenses for which reimbursement is requested.

3. Receipts:

Receipts are required for all expenditures such as airfare, Ziafat, tolls, postage, stationary, etc.

No expenses will be reimbursed to members unless the individual requesting reimbursement submits the expense reports and the receipts (original or a copy) from each vendor showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and total expenses.

4. General travel requirements:

- 4.1 **Advance approval:**
Airline Ticket **over \$500** must be approved by Qaid Mal prior to purchase.
- 4.2 **Necessity of travel:**
Members are expected to attend ijtima'at and executive committee meetings, therefore, every effort must be made to attend these meetings/gatherings.

In determining the reasonableness and necessity of travel expenses, members and the person authorizing the travel shall consider the ways in which Majlis will benefit from the travel and weigh those benefits against the estimated costs of travel. The same considerations shall be taken into account in deciding whether a particular individual's presence on a trip is necessary. In determining whether the benefits to Majlis outweigh the costs, less expensive alternatives, such as participation by phone, video conferencing, or availability of local programs or training opportunities shall be considered.

- 4.3 **Travel for collecting Chanda (Member dues):**
- 4.3.1 Chanda (member dues) should normally be collected in the mosque (before or after the Friday prayers, general meetings etc.) or by mail. Chanda collections a voluntary activity, hence not eligible for reimbursement.
- 4.4 **Travel expenses to attend Ijtima'at/Meetings:**
Individual members travelling for regional or national ijtima'at will bear their own expenses. However, Sadr Majlis or the National executive body (Amila) may make provision to reimburse partially or fully such expenses. Majlis Amila may formulate a travel reimbursement policy offering partial reimbursement to Ansar members to encourage attendance in the national Ijtima. This travel reimbursement policy is made known to all Nazimeen, Zu'ama and Ansar members before the national Ijtima. A regional Nazim can request a reasonable amount of travel funds from Sadr Majlis to encourage Ansar members of Majlis in his region to attend the regional Ijtima. **Regional Nazim must initiate this request in advance with a travel plan that minimizes the cost and maximizes the attendance of the Ansar from remote Majalis that are more than 250 miles from the location of the Ijtima.**
- 4.5 **Personal travel Expenses:**
Individuals travelling on behalf of the Majlis may incorporate personal and /or business travel with their Majlis-related trips; however, members shall not arrange Majlis travel at a time that is less advantageous to the Majlis or involving greater expense to Majlis in order to accommodate personal/business travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to hotel stay, stop overs, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by Majlis. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by the Majlis.

5. Air Travel:

5.1 General:

Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. **However, airline tickets must be purchased at least two weeks before the travel. Tickets purchased less than two weeks before the trip require pre-approval from the Qa'id Mal.**

Majlis will reimburse or pay only the cost of the lowest coach class fare from the airport nearest to the individual's home to the nearest airport to the destination except when alternative airport is used to lower the travel expense.

Important: Travel Insurance or seat upgrade costs will not be reimbursed.

5.2 Extended stays:

Extending a stay by one night may be permitted to reduce total travel cost if it does not inconvenience the member or the host.

5.4 Unable to travel:

In an emergency situation travel can be canceled. Sadr Majlis should be notified immediately and every effort should be made to obtain credit for any airline ticket purchased for the trip. Reimbursement for unused ticket will be considered only in emergency situations and approval of the Sadr Majlis is required.

6. Lodging:

Members traveling on behalf of the Majlis should make every effort to stay in a mission house, mosque, or at another members' house/apartment. Stay in a hotel should be done only as a last resort and prior approval from Qaid Mal must be obtained.

7. Out of town meals:

Members traveling on behalf of the Majlis or to attend Ijtima or a meeting are not reimbursed for any cost of meals (including tips).

8. Ground transportation:

Members are expected to use the most economical transport and should generally use the following, in this order of desirability:

8.1 Personal cars:

Individual members travelling for regional or national ijtima'at will bear their own expenses.

Members may request compensation for use of their personal cars when used for Majlis business including travel to attend Ijtima or national or Regional meeting that is more than 250 miles from their place of residence. Mileage reimbursement rate is 25 cents/mile for use of a personal automobile.

In the case of individuals using their personal cars to take a trip that would normally be made by air, e.g. Dallas, TX to Silver spring MD, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the lowest available coach airfare.

- 8.2 **Courtesy cars or vans:** provided by host Majlis or hotel.
- 8.3 **Airport shuttle or bus**
- 8.4 **Rental car:** requires pre-approval by Qa'id Mal
- 8.5 **Taxi:** In emergency only, except when prior approval is obtained.
- 8.6 **Toll expenses** incurred by the member travelling on Majlis business will be reimbursed.
- 8.7 **Airport parking** is permitted for Amila meetings only and reimbursement is limited to \$12/day.
- 8.8 **Other ground transportation:** All other ground transportation expense, not mentioned above, including parking tickets, fines, car washes, valet service, etc., are the responsibility of the member and will not be reimbursed.

9. Amila and special meetings:

Reasonable expenses incurred for meetings by host Majlis will be reimbursed only if the expenditures are approved in advance by Qa'id Umumi/Qa'id Mal.

Detailed documentation for any such expense must be provided including:

- 9.1 Date and place of meeting
- 9.2 Nature of meeting
- 9.3 Number of participants

10. Other expenses:

Members can request reimbursement for expenses that are incurred to carry out duties/responsibilities delegated by Sadr Majlis or Majlis. Examples of such expenses are: Phone/fax charges, stationary (paper, envelopes, etc.), postage, purchase of books etc. Approval must be obtained from Sadr Majlis before incurring any expense that is not in the approved budget of the Majlis.

11. Non-Reimbursable expense:

Unless approval is given by Sadr Majlis or Qa'id Mal, all expenses not clearly stated above are not eligible for reimbursement. These ineligible expenses include travel insurance, business or first class tickers or upgrades.