



TRAVEL AND OTHER EXPENSE REIMBURSEMENT POLICY

Version: 5 - Supersedes Version: 4

Effective Date: May 19, 2013 - Supersedes January 21, 2011

1. Purpose:

The President (Sadr) of Majlis Ansārullāh, USA (Majlis) recognizes that members of the executive committee (‘Āmila), local and regional officers, and general members (“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 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 those expenses.
- 1.5. Be cost conscious and spend Majlis’s money more carefully and judiciously than the individual would spend his or her own funds.
- 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 <http://ansarusa.org/content/expense-voucher>. The Expense Report shall be submitted whenever there is a need or within eight weeks of the completion of travel. Reimbursement request must include:

- 2.1. The individual’s name.
- 2.2. If reimbursement for travel is requested, the date, origin, destination and purpose of the trip, including a 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 money is spent in order to conduct Majlis’s business).
- 2.4. An itemized list of all expenses for which reimbursement is requested.

3. Receipts:

Receipts are required for all expenditures, such as airfare, tolls, postage, and stationary etc. No expense will be reimbursed to members unless the individual requesting reimbursement submits with the Expense Report written 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 the total expenses.

4. General Travel Requirements:

4.1. Advance Approval:

All trips involving air travel must be approved in advance by the Qa'id Māl. **Airline Ticket over \$500 must be approved by Sadr Majlis.**

4.2. Necessity of Travel:

Members are expected to attend Ijtimā'at and executive committee meetings. Therefore, every effort should 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 anticipated costs of the 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 telephone or video conferencing, or the 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 Prayer, general meeting etc.), or by mail. Chanda collection is a voluntary activity, and hence not eligible for reimbursement. Muntazim Māl can document such expenses and may deduct them from their income tax (see IRS Publication 526 about charitable expenses):

4.3.1.1. <http://www.irs.gov/publications/p526/ar02.html>

4.3.1.2. http://www.irs.gov/irb/2012-02_IRB/ar09.html.

4.3.2. Exceptions to above policy must be approved by Za'im of local Majlis, Qā'id Māl, and Sadr Majlis. In such cases, Majlis will reimburse cost of local travel to collect Chanda from inactive Ansār during March, September and December.

4.3.3. Reimbursement rate will be as given in Section 8.1 for up to 250 miles per month and not to exceed a total of \$250 per year.

4.3.4. Reimbursement request should include (1) miles travelled, (2) names of Ansār visited, and (3) Chanda collected.

4.3.5. Reimbursement will be given from local Majlis's annual expense budget.

4.4. Travel Expenses to attend Ijtimā'/Meetings:

Individual members traveling for regional or national Ijtimā' will bear their own expenses. However, Sadr or the National executive body ('Āmila) may make provision to reimburse partially or fully for such expenses. Sadr Majlis may formulate a travel reimbursement policy offering partial travel reimbursement to Ansār members to encourage attendance in the National Ijtimā'. This travel reimbursement policy is made known to all Nazimeen, Zu'ama and Ansār members before the National Ijtimā'. A Regional Nazim can request a reasonable amount of travel funds from Sadr Majlis to encourage Ansār members of Majlis in his region to attend the regional Ijtimā'. Regional Nazim must initiate this request in advance with a travel plan that minimizes the cost and maximizes the attendance of the Ansār from remote Majālis that are more than 300 miles from the location of Ijtimā'.

4.5. Personal Travel Expenses:

Individuals traveling on behalf of Majlis may incorporate personal travel or business with their Majlis-related trips; however, members shall not arrange Majlis travel at a time that is less advantageous to Majlis or involving greater expense to Majlis in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to hotel stay, stopovers, 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 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 by the Qā'id Māl or Sadr.**

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 close to the destination except when alternate airport was used to lower the total 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.

5.3. Frequent Flyer Miles and Compensation for Denied Boarding:

Members traveling on behalf of Majlis may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

5.4. Unable to Travel:

In an emergency situation travel can be cancelled. 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 tickets will be considered only in emergency situations and approval by Sadr is required.

6. Lodging:

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

7. Out-Of-Town Meals:

Members traveling on behalf of Majlis or to attend Ijtimā' 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:

Members may request compensation for use of their personal cars when used for Majlis's business including travel to attend Ijtimā' or National or Regional meeting that is more than 300 miles from the place of residence. **Mileage reimbursement rate is 14 cents per mile for use of an 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 Sadr or Qā'id Māl.

8.5. Taxi: In emergency only, except when prior approval is obtained.

8.6. Toll expenses incurred by members traveling on Majlis's business will be reimbursed.

8.7. Airport parking is permitted for Amila meetings only and reimbursement is limited to \$12 per day.

8.8. Other Ground Transportation: All other ground transport 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 business meetings or other types of business-related expenses will be reimbursed only if the expenditures are approved in advance by Qā'id Māl and qualify as tax deductible expenses. Detailed documentation for any such expense must be provided, including:

9.1. Date and place of entertainment.

9.2. Nature of expense.

9.3. Names, titles and corporate affiliation of those entertained.

- 9.4. A complete description of the business purpose for the activity including the specific business matter discussed.

10. Other Expenses:

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

11. Non-Reimbursable Expenditures:

Unless approval is given by Sadr or Qā'id Māl, all expense not clearly stated above are not eligible for reimbursement. These ineligible expenses include travel insurance, business or first class tickets or upgrades, etc.

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