

Wessex Jamaat Expenses Reimbursement Policy

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1. The Jamaat Hon. Treasurer is responsible for maintaining an accurate record of the Income & Expenditure Account.
2. This policy is to set out the reimbursement policy of expenses incurred by the Jamaat volunteers that are to be reimbursed to the persons expensing on behalf of the Jamaat.
3. The President shall be ultimately responsible for authorising an item of expenditure prior to the expenditure being carried out.
4. Any expense incurred on behalf of the Jamaat will be reimbursed provided the following procedure has been followed:
5. The process of expensing an item and reimbursement is as follows:
 - a. Individual gets the expense authorised before undertaking the expense by the President.
 - b. The expense is made and paid for personally.
 - c. A receipt/invoice is submitted to for reimbursement via email to treasurer@almahdi.org.uk attaching the receipt/invoice and the claimants bank details.
 - d. Upon receipt of email the Hon Treasurer will arrange reimbursement directly to the claimant via bank transfer. Please allow one week for payment to be processed.
6. The Jamaat will only reimburse expenses if the claim is processed within 90 days of the expense being incurred.