Reimbursement Policy

Policy Statement

ARPO is committed to ensuring that its staff, contractual associates, freelancers, and authorized volunteers
are reimbursed for reasonable and necessary out-of-pocket expenses incurred while conducting official
ARPO business. This policy aims to provide clear guidelines for expense approval, submission, and reimbursement, promoting transparency, accountability, and responsible stewardship of ARPO's resources.

Purpose

- The purpose of this policy is to:
- Establish clear procedures for the reimbursement of business-related expenses.
- Ensure fair and consistent treatment of all individuals incurring expenses on behalf of ARPO.
- Promote fiscal responsibility and efficient use of ARPO's funds.
- Minimize administrative burden while maintaining necessary controls.
- Comply with all relevant legal and regulatory requirements.

Scope & Eligibility

This policy applies to all ARPO employees, contractual associates, freelancers, and volunteers who incur
expenses on behalf of ARPO, provided these expenses are pre-approved or fall within clearly defined
permissible categories and limits.

General Principles

- **Pre-Approval:** Wherever practicable, significant expenses (e.g., major travel, large purchases) must be
  pre-approved in writing by the designated Approving Authority before being incurred.
- **Necessity & Reasonableness:** All expenses must be necessary for official ARPO business and reasonable
  in amount. Extravagant or luxury expenses are not reimbursable.
- **Documentation:** All reimbursement requests must be supported by original, itemized receipts or other
  acceptable proof of purchase, unless explicitly covered by a per diem allowance.
- **Timeliness:** Expense claims must be submitted within 15 days of incurring the expense. Claims submitted
  after this period may be subject to review or denial.
- **Non-Reimbursable Expenses:** Personal expenses, fines, penalties, unapproved entertainment, and
  expenses for which a personal benefit is derived are not reimbursable.
- **Budget Alignment:** Expenses should align with approved project or departmental budgets.
- **Conflict of Interest:** Individuals should avoid situations where personal interests conflict with ARPO's
  financial interests.

Reimbursable Expense Categories & Guidelines

1. Travel Expenses

Airfare: Domestic and international airfare. Economy class is generally required. Any upgrade to
business or first-class requires exceptional pre-approval from the Executive Director.
Train fare
Bus fare
Taxi/auto-rickshaw fare
Toll charges
Parking fees
Fuel expenses

2. Accommodation Expenses : Hotel/lodging costs.

3. Food and Beverage Expenses : Reasonable meal expenses incurred during official travel,

excluding
alcoholic beverages.

4. Miscellaneous Expenses : Conference fees , workshop fees , book and stationery purchases , printing
and photocopying costs , courier charges , communication expenses (phone bills, internet charges) , and
other expenses as prior-approved by the administrative manager.

Reimbursement Process: The process for reimbursement involves three steps:

- **Expense Claim Submission:** Employees and volunteers must submit expense claims within 15 days of
  incurring the expense. Claims must be submitted on the Organization's vouchers along with original
  receipts and supporting documents. For per diem rates and maximum limits, refer to Annexure A.
- **Approval:** Expense claims will be reviewed and approved by the administrative manager, with additional
  approvals required for significant expenses.
- **Reimbursement Disbursement:** Reimbursements are processed only through account payee cheques or
  online bank transfers. The Finance Department will review and process claims within 15 days of
  submission.
- **Receipt and Documentation**: Original receipts are required for all expenses. Photocopies may be accepted
  in certain cases, provided original receipts are retained for audit purposes.

Non-Reimbursable Expenses:Expenses that are not reimbursable include:

- Personal expenses (e.g., entertainment, leisure activities).
- Expenses exceeding approved rates or policies.
- Expenses not directly related to official duties.
- Costs for family members or companions traveling with the member.

Tax Implications and Compliance:Employees and volunteers are responsible for complying with all
applicable tax laws. ARPO reserves the right to verify the authenticity of all claims and supporting documents. All members are expected to adhere to this policy, and non-compliance may result in denial of
reimbursement or disciplinary action.

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