

Expense Guidelines For National Amla Members

General

1. **Must remain within allocated budgets**
2. Cost saving techniques should be used when purchasing any new material or product for mosque property or other events. These techniques include looking actively for sales, discounts and online websites (ebay, amazon).
3. Contact the Finance department when in doubt about whether a particular planned expense is approved or not. Just ask for pre-approval.
4. National Finance Department reserves the right to amend these guidelines from time to time. You can ask the Finance team to send you the latest copy. You can also download it from our website www.ahmadiyya.us/finance

Planning

1. Please ensure to keep the expenses within the limits of allocated budget by distributing monthly expenditure over the period of twelve months
2. Exhaustion of budget in the month of June is not essential

Ziafat

1. The food served should be simple. Catering and/or lavish meals will not be reimbursed.
2. Event or occasion should be mentioned along with the Ziafat reimbursement requests.
3. The tip amount should not be excessive, if given at all
4. Ensure to write on Ziafat (Hospitality) bills: purpose of Ziafat and number and names of people entertained.

Travel

1. Tickets should be purchased well ahead of the planned travel date.
2. No rental car, hotel stay, airport parking and additional flight expenses like choice seat or early bird expenses are to be reimbursed unless a written approval has been attained before hand from National Finance Secretary.
3. Purpose of the trip should be mentioned when submitting the expense report for travel.
4. No parking or speeding tickets will be reimbursed.
5. Do not schedule any last minute department meetings where travel reimbursements are required. Such meetings cost more.

Advances

1. Advances are issued to meet the regular expenses until the actual claim is reimbursed
2. The advance status form should be attached with every monthly reimbursement request.

Preparing an Expense Report

1. Include the properly filled out expense cover sheet
 - a. **All entries in the expenditure reimbursement form must be filled for quick payment.**
 - b. It should show Name of the national office holder
 - c. It should show budget for the current year in each account
 - d. It should show year to date expenses made in each account
 - e. It should show total of expenses in each account for the current month
2. All original receipts should be attached with each and every reimbursement request.
3. No photocopies or scanned or picture taken of receipts through cell phones are accepted unless given a written valid explanation.
4. To establish a ziafat expense as a Jamaat related expense, please indicate the name(s) of the person or the name(s) of the group on the back of each receipt (Letter by National Finance Secretary, Feb 9th, 2013)
5. All expense receipts must be grouped by cost center and account.
6. Send only one consolidated expense report per month.
7. **Expenditure should be submitted to NHQ for payment every month.** Some officials/Jamaats have the habit of submitting the expenditure either biannually or quarterly for reimbursement. This causes overwork at NHQ, officials/Jamaats don't have funds available for spending at the time of need and actual picture of expenditure is not realistic. It is, therefore, vital that expenditures must be submitted for reimbursement to NHQ monthly (Letter dated Oct 4, 2008 by National Secretary Finance)

In the end, please remember that all these expenses are funded from the great sacrifices and hard earned money of the Promised Messiah's Jama'at members and thus we need to be really careful and cautious before making any expenses as we have been selected to be its "Ameen". May Allah enable us to fulfill our duties.

Jazak Allah

Expense Team

expense@ahmadiyya.us