

1. Reimbursements Policies

- 1.1 All bills should be in the name of '**AIESEC Mumbai**'.
- 1.2 All bills **must be dated**.
- 1.3 Re-imbursements are only made if the **nature of the work is official**. Re-imbursements are not made for personal payments made by any member while on official duty.
- 1.4 Any expense **over the amount of Rs.500** will have to receive prior approval of the Vice President Finance. Failure to do so would result into non-reimbursement.
- 1.5 Any **unbudgeted expense** requires the prior permission of the VPF.
- 1.6 All reimbursement bills should be attached to the '**Reimbursement Request**' and the slip should be duly filled and attested by the concerned department VP/EBC. All reimbursement slips for a given month must be submitted to the VP F by the **1st of the next month**.
- 1.7 In case of bill not being obtained, the member should produce a duly signed voucher for the same and the Vice President Finance must be intimated of the same **prior to the expense**.
- 1.8 Local Travel reimbursement will be given only if the **total travelled distance is over 24 kilometres**. For travel reimbursement **only the cheapest mode of transport shall be counted**.
- 1.9 All billed reimbursements for a given month shall be handed out **within a week** of submission of the request.
- 1.10 Telephone costs will be reimbursed at the rate of Rs 0.40p/ min. This would be for departments which the VPF in consultation with the LCP deem necessary and are highly essential.
- 1.11 All unbilled reimbursements shall be given only on discharge from the current leadership role.
- 1.12 No member shall be reimbursed **if it exceeds a period of a month**.
- 1.13 No member shall be reimbursed **after the member has resigned**.
- 1.14 No member will be reimbursed if there is **no bill**.

A handwritten signature in dark ink, appearing to read "Fiola", with a horizontal line underneath it.

Sd/-

Fiola Aranha,
Vice-President Finance.
AIESEC in Mumbai