

## **Initiative for Social Action Foundation (INSAN)**

### **EXPENSES POLICY**

#### **Policy Statement**

No employee/volunteer should be placed at a financial disadvantage as a result of travelling whilst performing their work for Initiative for Social Action Foundation (INSAN). Equally there should be no financial gain from travelling for work purposes. The procedures outlined below must be followed by **all members of staff and volunteers** when claiming expenses.

#### **Principles**

- All expense claims must be supported by receipts and claimed using the INSAN Expenses Claim Form.
- All staff and Volunteers must ensure they pursue the most cost effective solutions wherever possible, e.g. public transport, hotels, restaurants. Every penny we spend comes from our donors and we should be mindful of this.
- All travel outside normal working hours on behalf of Initiative for Social Action Foundation (INSAN) must be authorized by your line-manager.
- Expense claims should be made monthly and no later than 15 days after the expense is incurred.
- All expense claims must be authorized by your line-manager.

#### **Travel**

- Staff must always endeavor to obtain the best price for travel both domestically and internationally

##### **Public Transport:**

- All travel by Public transport will be reimbursed
- If staff/volunteers have to travel in the Yemen for work-related activities, INSAN will reimburse the cost to and from the location. Public transport is preferred when possible.
- Taxis may only be utilized when absolutely necessary.
- For work related travel in Yemen, paper tickets are no longer accepted for reimbursement. A voucher must be used. All staff/Volunteers must provide receipts as possible for reimbursement.

##### **Car/Taxis:**

- If Staff required to use their own car for Initiative for Social Action Foundation (INSAN)
- Initiative for Social Action Foundation (INSAN) will cover the cost

# Initiative for Social Action Foundation Republic of Yemen



- Staff members are responsible for any fines or penalties incurred whilst driving for Initiative for Social Action Foundation (INSAN).
- Staff can claim according current patrol rate per mile when using their car for INSAN purposes.

## **Air travel:**

- Staff is not allowed to book air-tickets for international travel. Staff must refer to the Finance Department with their itinerary 15 days prior to the travel date for air-ticket booking. The two week notice period will only be set aside in exceptional circumstances.

## Overnight Stays

### **Accommodation Yemen:**

- Where an overnight stay is required, accommodation/hotel bookings should not exceed 50000 YER per night and should be within close vicinity of the location being visited.
- Staff must cancel any hotel booking no longer required in good time to avoid cancellation charges.

### **Accommodation International:**

- Where an overnight stay is required, accommodation/hotel bookings should not exceed \$150 per night and should be within close vicinity of the location being visited. A maximum of \$200 per night can be spent on accommodation in exceptional circumstances.
- Staff must cancel any hotel booking no longer required in good time to avoid cancellation charges.

### **Travel & Subsistence: International:**

- When staying away from home for Initiative for Social Action Foundation (INSAN) work, staff may claim up to a maximum of \$50 per day to cover the cost of meals, beverages and internal travel. Staff is not required to provide receipts.

## Stationery & Phone Allowances

### **Mobile Phones**

- Where necessary INSAN will provide authorized staff with a 10000/5000 YER per month mobile-phone allowance.
- Requests for this allowance must be signed off by the departmental Director.
- Staff members that fulfill the criteria must produce a petty cash voucher at the end of each month to claim this money.

### **Stationery**

# Initiative for Social Action Foundation Republic of Yemen



- Staff may buy office stationery only if it is less than 5000 YER (per month). Expenses will be reimbursed upon presentation of receipt.
- All stationary requests should be made through your line-manger to the Finance Department.

## **Miscellaneous Expenses:**

- There may be other items that may be considered legitimate expenditure however these should be agreed in advance with the Finance Department via your line-manager.

### Departmental Away Days/Training Days

Only two departmental away/training days are officially permitted for the training/meeting of staff per year. A maximum of 20000 YER per head will be granted for each day.

### Volunteer Appreciation Days/Dinner

For volunteer dinners and away days a maximum of 3000 YER per head will be granted for each meal.

### Organization's Vehicle

- Employees must be aged 19 years or over and must have passed their full Yemen driving test at least 12 months prior to driving an INSAN company vehicle.
- The car must be driven by persons who holding a license
- Employees from other countries must possess the Yemeni driving test to be able to drive an INSAN company vehicle.
- If any staff member hires INSAN's vehicle without a driver, the staff member is responsible for the fuel and for any damage to the vehicle
- In the case of hiring INSAN's vehicle with a driver, staff is also responsible for the driver's pay for that specific day along with the fuel and any damage to the vehicle.
- A full tank of fuel will be provided and staff will have to return a full tank.

### Volunteers

A lump sum amount of 3000 YER per meal will be given to volunteers when offering their services to INSAN.

### INSAN Credit Card

- The INSAN credit card must not be used for withdrawing cash or obtaining foreign currency or the purchase of personal goods.
- The INSAN credit card must not be used for any type of personal expenditure - even if the intention is to repay such expenditure.

### Fundraising Events/Campaigns

# Initiative for Social Action Foundation Republic of Yemen



- Fundraising staff must provide approved event budget to the Finance Manager prior to generating a code from Finance officer. In the absence of the Finance Manager, please seek the Finance Officer.
- Income generated from events must be handed over to Finance Department a day after the event
- The Fundraising staff must count all paper money in the presence of the event organizer and their line-manager.
- Coins can be handed over to the Finance Department without being counted.
- For street collections, please inform the Finance Department at least one day prior to the collection date so they can prepare the collection buckets with seals. No volunteers/staff members are allowed to break the seals except those in the Finance Department. A member of staff from the Fundraising Department can witness the counting process.
- All direct debit donations will be counted on monthly basis rather than annually towards any campaign/event and the report can be taken from Finance Department on a monthly basis.
- The donation figures will be reconciled between Finance and Fundraising Departments a maximum of 7 days after any campaign/event. After that period the Finance Department will not liable for any errors or inaccuracies.
- Except in exceptional circumstances, no campaign/event code request can be made earlier than one month prior to the campaign/event date.
- DD reports can only be requested after the 15<sup>th</sup> of each month.

## Authorized Signatories for Invoices

- All line-managers are authorized to sign invoices for approved budgets. Unapproved budget invoices can only be authorized by Departmental Directors.

## Procedure for Claiming Expenses

- no longer than 15 days after the expense has been incurred.
- The Expense Claim Form must be signed by the claimant and the receipts attached.
- The Expense Claim Form must be presented to the line-manager for authorization if it is from approved budget, if not then only the departmental Director can authorize it.
- Expenses less than 10000 YER will be paid from petty cash
- Expenses over 10000 will be paid by Check Or BACS transfer