Expenses on behalf of the WFPHA

Expenses should be addressed to the WFPHA secretariat (Eleonora.decata@wfpha.org) at the latest 15 days after the expense has been made, using the standard expenses sheet.

1. Pre-approval budget and appropriate documentation

The WFPHA will only cover costs which have been budgeted for and approved in writing.

All modification of the approved budget during the year should be asked and approved by at least 2 of the following:

- Chair or co-Chair of the financial Committee,
- the President
- the Treasurer,
- the HQ director

at least 1 month before the expense occurs (with indication of an expected expense). Please also refer to point 3. Final Approval.

No prepayment will be allowed.

In general, prior to putting expenses on certain allowable activities it is advisable to consult the HQ on the available budget. The expenses will not be reimbursed if proper justifying documents (original receipts) are not attached (or at least scanned).

2. Important considerations

The following points should be taken in to consideration:

1. Given its status as a non-profit organization, WFPHA appreciates efforts by applicants to seek the best fares possible and make use of public transportation whenever possible. Airfares should be economy class tickets and train fares should be second/coach class tickets. No business class tickets and no first class will be reimbursed.

2. Taxi will be reimbursed by presentation of the bills until US$50. Where possible public transport should be considered as an alternative

3. If any individual is using personal vehicle for NGO related work, they can be reimbursed the actual fuel cost based upon the mileage (e.g., 0.20USD/km) up to the equivalent of public transportation. The alternative is to seek pre-approval for a small hire vehicle

4. The hotel has to be chosen accordingly to NGO standard. There is no need for five star hotels in general. As guidance, a hotel fare should not exceed US$150 per day (unless exception to be justified and approved beforehand – see point 1)
5. Meals will be reimbursed by presentation of bills. As a general idea, meal fare should not exceed US$80 per day.
6. No daily allowances are allocated.

3. Final Approval

The Chair or the co-chair of the Finance Committee, as representative of the Committee, jointly with the WFPHA president (or vice-president) and the HQ executive Director, will generally decline the costs incurred over the budgeted amount unless there are extenuating circumstances.

The reimbursements will be done within 4 weeks on presentation of the justifying documents where possible.