

VFAHT Activity Reimbursement Guidelines

1. Eligibility Criteria

- Only expenses directly related to the organization and execution of public awareness activities and hepatitis/dental screening camps are eligible.
- Activities must be conducted within the surrounding areas; venues located 8 KM away or more will not be approved without exceptional circumstances.

2. Pre-Approval

All planned activities and expenses must be pre-approved. A proposal form must be submitted and approved prior to incurring any costs.

3. Documentation Requirements

- **Receipts:** All expenses must be supported by pictures/scanned original receipts or invoices.
- **Activity Reports:** Include a brief report on the activity, outlining objectives, and outcomes.
- **Attendance Records:** Maintain a record of participants, including names and, hours served and contact information.

4. Eligible Expenses

- **Educational Materials:** Costs for flyers, brochures, banners, and other printed awareness materials.
- **Venue Costs:** Rental fees for locations used for camps and activities must be justified based on proximity and necessity. Free venues are encouraged.
- **Equipment and Supplies:** Hepatitis screening supplies (RTD Kits, Lancets, Swabs, Gloves, Google Form/Registration Sheets, Banners, Standees, Cards, Buffers, and Yellow Disposable Bags) dental supplies, or educational material will be provided during the camps by IPAC Foundation. In the event of inventory shortages or supply constraints, necessary details will be communicated to ensure timely resolution and maintain operational efficiency.
- **Hygiene and Protection Essentials:** The following items fall under the eligible category for reimbursement:
 - Hand Wash
 - Soaps
 - Sanitizers
 - Mosquito Repellents/lotions/coils

Please note:

- Reimbursement will be limited to PKR 3,500 only, regardless of the total amount spent on these items.
- Submit original receipts with the reimbursement form.
- No exceptions will be made for claims exceeding the PKR 3,500 cap.
- These items should be purchased in connection with relevant fieldwork or official activities.
- **Transportation:** Reimbursement for travel costs related to setting up and conducting the health camps and public awareness activities may be considered on a case-by-case basis, with specific attention to location relevance.

1. Health Camps

- Reimbursement for travel costs related to setting up and conducting health camps may be considered on a case-by-case basis, especially for distant or relevant locations.
- Transportation assistance requests for venues within the range of 8 km to 20 km or more must be justified and discussed with head office prior to the camp.

2. Public Awareness Activities

- Travel reimbursement for setting up and conducting public awareness activities may also be considered based on location and need.
- Requests for transportation assistance to distant venues within the 8 km radius only require prior discussion and approval from head office.
- **Catering for Screening Camps:** Food can be catered on a case-by-case basis for camps only, subject to approval.

Please note that the expense breakdown submitted in the proposal form will only be eligible for reimbursement. Any expenses exceeding the approved amount will require prior approval via text message. A margin of 500 PKR will be provided for any unforeseen costs, but this is the maximum allowance.

5. Non-Eligible Expenses

- **Goodie Bags:** Reimbursements for goodie bag items, including biscuits, chocolates, and similar products, will not be processed. It is encouraged as a goodwill gesture for individuals to personally contribute towards these items.
- Personal expenses not directly related to the activities.
- Costs incurred without prior approval.

6. Submission Process

Complete the summary form.

Attach all supporting documentation.

7. Review and Approval

Reimbursement requests will be reviewed for compliance with the guidelines.

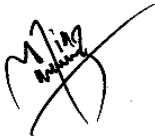
No reimbursements will be processed if the proposal form has not been submitted or if it has not been approved.

Best Practices

Keep copies of all documentation for your records.

Maintain clear communication with your finance team regarding any questions or concerns.

Warm Regards,



Marriam Fiaz,

Assistant Manager –Outreach Program,

Infection Prevention and Control (IPAC) Foundation