

# **VFAHT Activity Reimbursement Guidelines**

## **1. Eligibility Criteria**

- Reimbursements will only be processed if the proposal form was submitted and approved.
- Only expenses directly related to public awareness activities and hepatitis/medical/dental screening camps are eligible.

## **2. Pre-Approval**

- All activities and associated expenses must be pre-approved through a **submitted proposal form**.
- Only listed and approved expenses will be reimbursed. Unapproved or excess spending requires prior text approval.
- A **PKR 500** margin is allowed for unforeseen costs.

## **3. Documentation Requirements**

- **Receipts:** Scanned or pictured original receipts/invoices.
- **Summary Form:** Brief report outlining activity objectives and outcomes.

## **4. Eligible Expenses**

- **Educational Materials:** Flyers, printouts, pamphlets, and brochures.
- **Venue Costs:** Must be justified by necessity and proximity. Free venues preferred.
- **Camp Supplies:** IPAC will provide items such as RTD Kits, gloves, lancets, swabs, buffers, registration forms, banners, cards, yellow bags, and standees.
- **Hygiene Items:** Hand wash, soaps, sanitizers, toothpaste, mosquito repellents/lotions/coils.
  - **Max reimbursement:** **PKR 3,500** (with original receipts, no exceptions).
  - Items must be relevant to fieldwork or official activities.
- **Transportation:**
  - **Health Camps:** Reimbursement possible, especially for venues **8–20 KM+** away. Must be pre-discussed with head office.
  - **Public Awareness:** Reimbursement within 8 KM requires prior discussion and approval.
- **Catering:** Food boxes only for volunteers at camps and subject to approval.

## **5. Non-Eligible Expenses**

- Goodie bag items (biscuits, chocolates, etc.)
- Any cost without prior approval

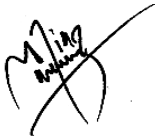
## **6. Submission Process**

- Submit the **summary form** with all required documentation.

## **Best Practices**

- Retain copies of all documentation.
- Communicate clearly with the finance team for any clarifications.

Warm Regards,

A handwritten signature in black ink, appearing to read 'Marriam Fiaz', with a large, sweeping flourish extending from the end of the signature.

Marriam Fiaz,

Assistant Manager –Outreach Program,

Infection Prevention and Control (IPAC) Foundation