

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.
- Only the total amount reflected in the attached receipts will be considered for reimbursement. Ensure that all relevant receipts are included with the summary form to avoid any deductions.

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 **camp only** and subject to approval.

5. Non-Eligible Expenses

- Goodie bag items (biscuits, chocolates, lollipops, stickers, etc.)
- Shields or certificates printed other than official VFAHT ones TCS-ed from the head office.
- Extra marketing material printed other than official VFAHT ones provided by the head office.
- 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.