Please see expense guidelines below:

1. For every expense, expense claim submission form should be used.

2. Expense submission form should be completed along with expense details provided.

3. Original itemize expense receipts should be submitted, expense claim with missing receipts is NOT acceptable, neither a photocopy nor the handwritten receipts or credit / debit card transaction receipts are acceptable.

4. Expense submission form should be signed by the individual who claim the expense and verified by respective Regional Nazim / Muntazim and Zaim/  Zaim Ala sb.

5. Ensure to exhaust all measures to control expenses and remain well within the budget / allocated share.

6. Ensure that cheque books are kept at safe place. Where new cheque book is needed, request must be sent to the Qaid Mal. The new cheque book will be issued upon receipt of previous cheque book for audit purposes.

7. Ensure that actual expense receipts along with expense submission form are being kept safe for audit purposes. Audit must be completed on a quarterly basis and National Auditor must be informed for the audit status.

8. Ensure that all expense receipts are properly recorded on expense claim form and duly signed by all authorities prior to issuing a cheque.

9. Issuing advances for expenses is not encouraged. In certain circumstances exception can be granted to issue advance; however it must be cleared within 7 days of actual expense date.

10. If gratuity or tips for services is required to be paid, it should not be paid from Majlis / Region funds. Such expense claims should be dishonored.

11. For food, hospitality, refreshment expenses, number of volunteer / individuals should be provided on the expense claim form.

12. For auto fuel / gas expense claim, mileage should be provided on the expense claim form.

13. Ensure that all financial affairs are conducted according to the rules and regulations of MAC.

Under no circumstances expense claim is reimbursed if the above guidelines are not followed. For any exceptions/guidance contact with Qaid Mal or National Auditor.