PRAKRTIREVA SARANAM FOUNDATION

Volunteer Expense & Reimbursement Policy

Policy Number: PSF-POL-001
Version: 1.0
Effective Date: 12/09/2025
Approved By: Board of Directors
Next Review Date: ____________________

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1. Purpose

The purpose of this policy is to establish a transparent, fair, and accountable framework for reimbursing reasonable expenses incurred by volunteers while carrying out authorized activities on behalf of Prakrtireva Saranam Foundation.

The Foundation values the contribution of its volunteers and seeks to ensure that financial constraints do not prevent participation in approved activities. At the same time, all reimbursements shall be managed responsibly in accordance with the Foundation's financial policies and applicable laws.

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2. Scope

This policy applies to all registered volunteers, coordinators, directors, and any other individual specifically authorized by the Foundation to undertake official activities for or on behalf of the Foundation.

3. Guiding Principles

The Foundation shall reimburse only genuine, reasonable, necessary, and pre-approved expenses incurred solely for official Foundation work.

Reimbursements are intended to cover legitimate expenses and shall not be treated as salary, wages, honorarium, stipend, or any form of employment compensation.

4. Eligibility

Volunteers may claim reimbursement only for expenses that:

• Were incurred for an approved Foundation activity.

• Were reasonable and necessary.

• Are supported by receipts or an acceptable declaration where receipts are unavailable.

• Are submitted within the prescribed time limit.

5. Eligible Expenses

Subject to approval, the following expenses may be reimbursed:

• Public transport (bus, metro, local train)

• Shared auto or other economical local transport

• Cab or taxi (only when specifically approved)

• Personal vehicle travel at the Foundation’s approved reimbursement rate

• Parking charges

• Toll charges

• Meals or refreshments where not otherwise provided by the Foundation

• Accommodation (only with prior written approval)

• Approved purchases made on behalf of the Foundation

• Any other expense specifically approved by the Foundation

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6. Non-Eligible Expenses

The following expenses shall not normally be reimbursed:

• Personal shopping

• Entertainment expenses

• Alcohol or tobacco

• Traffic fines or penalties

• Vehicle repairs or servicing

• Personal fuel unrelated to Foundation work

• Expenses of family members or friends

• Any expense not connected with Foundation activities

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7. Travel & Vehicle Reimbursement

Public transport should be used whenever practical.

Use of a personal vehicle may be reimbursed when:

• It has been approved by the event coordinator or authorized person.

• It is necessary for carrying materials, reaching inaccessible locations, or improving operational efficiency.

Mileage reimbursement rates shall be determined and approved by the Board of Directors from time to time.

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8. Meals & Refreshments

Where practical, the Foundation may directly provide drinking water, refreshments, breakfast, lunch, or other meals during official activities.

If food is not provided, reasonable meal expenses may be reimbursed when approved.

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9. Documentation Required

Claims should normally include:

• Expense Claim Form

• Receipts or invoices

• E-tickets where applicable

• UPI or digital payment proof where applicable

• Mileage Log for personal vehicle claims

If receipts are unavailable, the Foundation may accept a signed declaration explaining the expense.

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10. Claim Submission

Expense claims should normally be submitted within 15 days from the completion of the activity.

Late claims may be accepted only with appropriate approval.

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11. Approval Process

Expense claims shall be reviewed by the designated coordinator or authorized person before reimbursement.

The Foundation reserves the right to request clarification or supporting documents before approving any claim.

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12. Payment Method

Approved reimbursements shall normally be made through:

• UPI

• NEFT

• IMPS

• Bank Transfer

Cash payments shall be avoided unless exceptional circumstances require otherwise.

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13. False or Fraudulent Claims

Knowingly submitting false, misleading, or inflated claims may result in rejection of the claim, suspension of reimbursement privileges, or other appropriate action.

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14. Exceptional Circumstances

The Director or the Board of Directors may approve exceptions to this policy where justified and in the best interests of the Foundation.

Reasons for such exceptions shall be documented.

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15. Record Retention

The Foundation shall maintain reimbursement records and supporting documents in accordance with its document retention practices and applicable legal requirements.

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16. Policy Review

This policy shall be reviewed periodically and may be amended by approval of the Board of Directors.

Annexures

Annexure A – Volunteer Expense Claim Form

Annexure B – Vehicle Mileage Log

Annexure C – Expense Declaration (Where Receipts Are Unavailable)

Annexure D – Approval Register

Approved by the Board of Directors

Prakrtireva Saranam Foundation