

## Reimbursement Policy

**Rakshak Foundation** expects interns to act responsibly and professionally when incurring expenses and submitting bills. The organization will reimburse interns for reasonable expenses if prior approval has been taken.

### General guidelines

Rakshak Foundation does not pay for local travel to and from the office.

- The following items are pre-approved under the internship program unless explicitly specified otherwise by the Internship Coordinator.
  - Train travel (sleeper class, non-AC) for Field Visits undertaken for the project on suggestion of the mentor. However prior approval by Internship coordinator is required
- Original receipts are required for reimbursement of all expenses except for per diems.
- All original receipts must be self verified for the amount of the receipt and signed by the intern.
- Receipts must be accompanied by a summary which outlines:
  - The nature of the expense
  - The purpose for the expense
  - The amount spent as per the receipt
  - The date expense was incurred
- Expense summaries must be submitted with receipts and approved by the Internship Coordinator.
- All expenses and summaries must be submitted within 30 days of incurring the expense or if the total expense claim reaches INR 5000 (whichever happens later).
- All the expenses must be submitted before the internship program ends.

### Travel guidelines

- Interns are encouraged to travel by public transport taking the shortest possible route.
- If an auto-rickshaw or car rental is required, interns are requested to look for the most economic option available. In case of local travel to meet officials or for field visits, if the expected travel expense is in excess of INR 125 within a day, prior approval from the Internship coordinator must be sought.

- Out of the city travel for field visits purposes require consultation with and approval of the internship coordinator. In most of the cases, mentors are expected to provide or arrange at their expense a reasonable accommodation for you for on field visits out of the city.
- Per Diem rates for meal and incidentals will be provided; you will create a receipt for it and verify it also (self sign). The per diem amount paid for each day or part of a day exceeding 5 hours for local travel, incidentals and meals is INR 300/- for outstation trips. Per Diem will not be paid where other meal arrangements are provided or are provided along with free accommodation.
- No personal expenses will be reimbursed.

### **Reimbursement Procedure**

The reimbursement may be requested if cumulative expenditure has exceeded INR 5,000 or if the time limits set out above for submission of claim is going to be exceeded. The amount will either be transferred into the bank account of the intern within 20 working days of receiving the original receipts if the amount submitted exceeds INR 5000 or it will be paid when the total unpaid reimbursement amount exceeds INR 5000.

**Reimbursement form:** <http://www.rakshakfoundation.org/internship-program/summer-research-2015-reimbursement-form/>

Any questions related to the content of this policy or its interpretation should be directed to the Internship Coordinator. The interpretation of the Rakshak Foundation would be final and binding.