

# REIMBURSEMENT PROCESS

1. Each respective Jama`at must submit to the National Tarbiyyat Department their proposed budget for the Camp, along with expected Camp attendance and duration of the Camp. Our guidelines are that the cost should not exceed \$10 per day per participant.
2. The National Tarbiyyat Department will review the proposed expenses and then reach one of the following two conclusions within a week: A) More information is required to justify the expense. B) The expenses are justified and your request will be forwarded to the National Finance Department.
3. If/when the National Finance Department approves, the National Tarbiyyat Department will inform the local Jama`at to proceed with the Camp under the approved funds.
4. After completion of the Camp, each Jama`at must submit to the National Tarbiyyat Department a completed survey by over 80% of attendees, along with a one-page report and ten photos of camp activities.
5. After submitting the above to the National Tarbiyyat Department, the local Jama`at can then submit their expenses directly to the National Finance Department for reimbursement up to the amount approved.