

In the name of Allah, the Gracious, ever Merciful
TRAVEL AND OTHER EXPENSE REIMBURSEMENT POLICY
FOR NATIONAL TARBİYAT DEPARTMENT (NTD)

(1) General:

Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. However, airline tickets must be purchased no later than 30 days before the travel. **Tickets purchased less than two weeks before the trip require pre-approval** by National Tarbiyat Department (“NTD”). NTD will reimburse or pay only the cost of the lowest coach class fare from the airport nearest to the individual’s home to the nearest airport to the destination, except when an alternate airport was used to lower the total travel expense. If you will be flying to the Baltimore area for the annual National Tarbiyat Department meeting, your air-fare will be reimbursed 50% from National Tarbiyat Department and 50% from your local Tarbiyat department budget. You may wish to speak to your local President Sahib or Finance Secretary beforehand with respect to the local component of your reimbursement.

Important: Travel insurance or seat upgrade costs will not be reimbursed.

(2) Frequent Flyer Miles and Compensation for Denied Boarding:

Members may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

(3) General Travel Requirements:

Airline Fares:

- Jama’ats including and east of Houston-Chicago: Maximum allowed \$300.00
- Jama’ats west of Chicago: Maximum allowed \$450.00

Ticket over the above stated limits must be pre-approved by NTD.

(4) Unable to Travel:

In an emergency situation, travel can be cancelled. NTD should be notified immediately and every effort should be made to obtain credit for any airline ticket purchased for the trip. Reimbursement for unused ticket will be considered only in emergency situations and approval by NTD is required.

(5) Lodging:

Accommodation will be arranged at Bait-ur-Rehman mosque (BRM), or at local members’ house/apartment. Stay in hotel will not be reimbursed.

(6) Out-Of-Town Meals:

Members are not reimbursed for any cost of meals (including tips).

(7) Ground Transportation:

Transportation will be provided to and from the BWI airport.

- (a) Personal Cars: Members may request compensation for use of their personal cars when used for more than 300 miles from the place of residence. Mileage reimbursement rate is 14 cents per mile for use of an automobile. In the case of individuals using their personal cars to take a trip that would normally be made by air, e.g., Dallas, TX to Silver Spring, MD, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the lowest available coach airfare.
- (b) Rental Car or Taxi: No reimbursement will be issued for rental cars or use of taxi.
- (c) Toll Charges: Toll expenses incurred by members traveling from East of Chicago will be reimbursed.
- (d) Airport parking is permitted and reimbursement is limited to \$12 per day.
- (e) Other Ground Transportation: All other ground transport expense, not mentioned above, including parking tickets, fines, car washes, valet service, etc., are the responsibility of the member and will not be reimbursed.

(8) Other Expenses:

Members can request reimbursement for expenses that are incurred to carry out duties/responsibilities delegated by National Tarbiyat Department. Examples of such expenses are: phone/fax charges, postage, stationary (paper, envelopes etc.), purchase of books etc. Approval must be obtained from National Tarbiyat Department before incurring any such expense.

(9) Non-Reimbursable Expenditures:

Unless prior approval is given by National Tarbiyat Department, all expenses not clearly stated above are not eligible for reimbursement. These ineligible expenses include travel insurance, business or first class travel or upgrades, etc.