

The Middle East Investor Relations Association (“MEIRA”) Expenses Policy

1. Introduction

- a. The Expenses Policy ("the Policy") provides guidance to all individuals claiming reimbursement of reasonable expenses incurred in connection with MEIRA activities ("Expense Claims"). MEIRA may review and make changes to the Policy from time to time.
- b. MEIRA is a non-profit association, with limited funds and resources. All expenditure should be appropriate and modest in scale. To the best extent possible, Board members and any parties involved with MEIRA should bear the cost of their expenses or combine MEIRA activities and professional activities to cover any such expenses.
- c. Expense Claims must be justifiable and reasonable according to the information in this Policy, and the claim should always be prepared honestly, legally and responsibly. Any breach of this Policy may lead to non-payment of Expense Claims by MEIRA to the claimant and if not honestly held, internal review by MEIRA.

2. Principles

- a. **Scope**

Expenses covered by MEIRA should relate to MEIRA activities only, including but not limited to: taxis, overseas travel and accommodation, food and beverages in connection with overseas travel, parking, training, academic subscriptions and other advances as may be approved by the treasurer of MEIRA from time to time (the "Treasurer"). Where approval has been given by the Treasurer in advance, stationary, furniture, IT equipment and any other item bought on behalf of MEIRA and to remain the sole property of MEIRA may also be expensed to MEIRA. Any other Expense Claims may be approved at the discretion of the Treasurer.
- b. **Exchange rates**

Foreign currency transactions should be claimed at the actual exchange rate incurred, on the date of the transaction.
- c. **Receipts**

Any Expense Claims should be accompanied by original receipt. Credit card slips or credit card/bank statements will not be accepted as evidence of business expenditure. All receipts should include details of what goods and/or services have been purchased and the itemised cost of each good/service.

3. Eligibility to submit Expense Claims

a. MEIRA employees

MEIRA employees will be reimbursed for the actual cost of expenses incurred, wholly, exclusively and necessarily in the performance of MEIRA activities as prescribed in this Policy.

b. Board Members

In the event that a Board Member is invited to participate in a MEIRA related event that they cannot combine with a work activity, they will be reimbursed for the actual cost of expenses incurred, wholly, exclusively and necessarily in the performance of MEIRA activities as prescribed in this Policy. Travel and accommodation to attend Board Meetings and General Meetings are not claimable expenses under this Policy. Notwithstanding clause 4.b, any expenses incurred by Board Members that are in excess of AED1,500 shall, where practicable, be submitted to the Executive Committee and to the Treasurer for pre-approval.

c. Chapter Heads and Chapter Founding Members

Unless approved by the Treasurer under exceptional circumstances, MEIRA will not reimburse expenses generated by Chapter Heads and Chapter Founding Members. Travel and accommodation to attend Chapter Meetings, Board Meetings and General Meetings are not claimable expenses under this Policy.

d. MEIRA Members

MEIRA Members are not eligible under this Policy to submit Expense Claims to MEIRA. Unless stated otherwise, attendance at MEIRA events is complementary as part of the membership benefits. Any travel costs incurred while travelling to a MEIRA event is to be borne entirely by the MEIRA Member.

e. Guest speakers

MEIRA will not pay or reimburse any expenses incurred by a guest speaker that has been engaged to speak at an event organised by MEIRA. Guest speakers will not be paid for their speaking appearance, and any expenses related to their speaking appearance will be borne by them. At a MEIRA event, guest speakers will benefit from the following (if available): complementary food and beverages, complementary entry to the event, access to preferred rates in hotels and restaurants.

f. Media

MEIRA is not permitted to pay or reimburse any expenses incurred by a media representative while covering an event organised by MEIRA. Media personnel will not be paid by MEIRA for covering a MEIRA event. Media personnel should cover any cost of expenses, in any circumstances. At a MEIRA event, media personnel will benefit from the following (if available): complementary food and beverages, complementary entry to the event, access to preferred rates in hotels and restaurants.

4. Expense Claim procedure

- a. Expenses should be submitted at the end of each month, to finance@meira.me
- b. Save for as required under clause 3.b, any expenses in excess of AED1,500 shall, where practicable, be pre-approved by the Treasurer.
- c. The Treasurer will review and approve any expenses, at the end of each month before proceeding to the reimbursement of such expenses.
- d. In the event that it is not practicable to seek pre-approval from the Treasurer in accordance with clauses 3.b and 4.b, clause 4.c will apply.
- e. Failing to provide relevant receipts and/or submitting claims for expenses which are more than one months' old may be rejected.

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