Reimbursements Policy

As Miraheze is operated by volunteers, Miraheze Limited respects that those volunteers should not be left out of pocket for conducting activities relating to their volunteering commitments.

Volunteers should endeavour to follow the approvals policy for the budgeting period where possible to avoid the necessity to claim back costs from Miraheze Limited. As this is not always practical or costs may fall outside of the definition of budgeted costs, this policy covers the procedure for reclaiming costs (reimbursements).

Volunteers should attempt to inform a Director or the Treasurer that they are intending to make a purchase on behalf of Miraheze prior to spending their own funds. This serves to act as initial authorisation that a cost is appropriate to request reimbursement from Miraheze Limited or to prevent the need to spend one’s own fund as the Treasurer may be able to complete the transaction using Miraheze Limited’s funds directly.

Once a volunteer has made a purchase and intends to reclaim the costs, within 30 days of the cost being incurred, they need to send an email to board[at]miraheze.org making sure to:

- Explain the costs incurred that they wish to claim back;
- Explain why this cost does not fall within the existing budget approved for the period;
- Provide evidence of costs (invoice, bank statements, etc.); and
- Provide evidence the purchased item is being used to benefit Miraheze.

Without valid evidence of costs being provided, Miraheze Limited will not be able to reimburse costs as all transactions are liable to be audited both internally and independently.

There are no set criteria for what constitutes a valid out-of-budget reimbursement, each submission will be judged on its own merits with the Treasurer having final say on all submissions. If a submission is rejected, there is one right of appeal where the matter will be referred to entire Board of Directors for deliberation.

Miraheze Limited is a company limited by guarantee registered in England and Wales
(Registration Number: 12323854)