

AFI Sponsorship Guidelines

As the Alliance for Financial Inclusion (AFI) becomes an independent member-owned network, AFI travel and accommodation sponsorships from 2016 onwards will be available for institutions that have confirmed their continued membership and/or have paid their membership fees.

AFI's reimbursement policy is based on the principal of co-sponsorship. While aiming to provide substantial support for participation in working group meetings and other events (i.e. costs of economy tickets, accommodation, transport to the conference venue, meals during the conference), AFI believes in members assuming partial ownership of an event by covering any additional costs not included in the reimbursement policy. This includes potential upgrades to business class, fees related to visas, per diems and extra-ordinary meals or transport.

Conditions:

- Participants from AFI member institutions that have paid their membership fee for the year 2016 are eligible for travel and accommodation sponsorships.
- For **events taking place between 1 January and 31 March 2016**¹, participants from AFI member institutions that have either joined AFI after May 2015 or returned a duly completed Membership Affirmation Form are also eligible to request travel and accommodation sponsorships. Accommodation costs will be covered upfront by AFI, while reimbursement of travel claims will only be processed *after* the 2016 membership fee has been received by AFI².
- The request for sponsorship needs to be submitted together with the event registration before the registration deadline specified in the Logistics Note. Requests submitted after the actual event will not be accepted.
- AFI's sponsorship program is based on a reimbursement principle. AFI will not purchase flight tickets for sponsorship applicants.
- Payments will only be processed after the event and once all the supporting documents are submitted (claim report, receipt, boarding passes, E-Ticket, etc.).
- Only economy class tickets are eligible for reimbursement.
- All other travel costs, including those for additional participants, must be borne by the institution.

¹ 31 March 2016 is the deadline for the payment of AFI membership fee for the year 2016. For questions regarding AFI membership fees, please refer to the [AFI Membership Fee FAQ](#).

² Please also refer to point 6 under 'Procedure Post-Event' below.

- Reimbursement for flight tickets can only be paid in USD or EUR to INSTITUTIONAL bank accounts to be converted into the account currency by the respective recipient banks. For accommodation cost (if any), the payment may be transferred to a personal bank account. Fund transfer fees will be paid by AFI. However, AFI will NOT reimburse any additional fees imposed by the recipient banks nor any foreign exchange losses if the account currency is not USD or EUR.
- No per-diem or lump sum fees will be covered.
- Tickets should only be purchased once a sponsorship request has been approved through an official letter/email by AFI.
- If the travel policy of your institution foresees business class tickets for your participating representatives, please also provide a quotation for the economy fare as AFI only reimburses economy flights.

Procedure Pre-Event

1. In order to apply for AFI's sponsorship program, please proceed with the online registration for the event. During the online registration process you will be asked whether you would like to apply for a sponsorship. If so, kindly include all required additional details such as a price quotation, reason, etc.

Please include a reasonable quotation for the flight fare which is in line with usual market rates. Should your requested flight cost exceed AFI's maximum rate for reimbursement, you will be notified by AFI Sponsorship Team accordingly.

2. AFI Sponsorship Team will review your request and, following approval, send an official confirmation letter/ email within five working days. Please note that the **maximum amount** for reimbursement is the amount approved by AFI Sponsorship Team.

Procedure Post-Event

1. On return to your home country, please send to the AFI Management Unit by email (sponsorship@afi-global.org) a scanned copy of the completed claim report ([download here](#)) together with a scanned copy of the original documents (receipt of the flight tickets, boarding passes, e-ticket/printout, etc.)
2. If applicable, separate claim forms for flights and accommodation are requested.
3. Following the review and approval of your scanned documents by the AFI Management Unit, you will be advised to send the original supporting documents to AFI's office in Kuala Lumpur before the deadline (5 weeks after the event). These include:
 - An original receipt by an external party (travel agent) showing clearly the name and address of the issuer, the total amount, the currency, the date,

the details on the flight fare, the itinerary, the name and address of the traveler, any applicable tax, amount of additional fees)

- Boarding passes for all flight routes
- E-Ticket

Note: The original supporting documents will be kept by AFI.

4. The final deadline for submitting all required documents is FIVE weeks after the event.
5. The disbursement of funds will take up to five weeks from the date the original documents have been received by AFI Management Unit, depending on the origin of the bank.
6. For **events taking place between 1 January 2016 and 31 March 2016**, the reimbursement of claims will only be made to AFI member institutions that have paid their membership fee by the deadline of 31 March 2016 or those that have informed the AFI Management Unit in writing of a specific future payment date.

Please note that your request will be submitted together with the registration (there is no need to submit a separate form). However all sponsorships need to be officially approved by AFI in order to have a right to claim your expenses.