

## AFI SPONSORSHIP GUIDELINES - Joint Learning Program

AFI's reimbursement policy is based on the principal of co-sponsorship. While hoping to be able to provide substantial support for participation in the learning program (i.e. costs of return economy air fares, accommodation, ground transportation and meals during the conference), AFI believes in members assuming partial ownership of the event by covering any additional costs which are not included in the reimbursement policy. This includes potential upgrades to business class, per diems and extra-ordinary meals or transport.

### Sponsorship Terms and Conditions:

#### 1. General

- 1.1 AFI's sponsorship program is based on a reimbursement principle.
- 1.2 Only officials from AFI member institutions can apply for travel sponsorships.

#### 2. Sponsorship Coverage

- 2.1 Reimbursement only covers costs of air fares, accommodation, visa fees, airport transfer and ground transportation to the program venue.
- 2.2 No per-diem or lump sum fees will be covered.
- 2.3 Only return economy class air fares are eligible for reimbursement.
- 2.4 Accommodation expense will only be reimbursed for a standard hotel room rate. AFI will only reimburse accommodation expenses for the duration of the learning program, including one night pre-program and one-night post-program.
- 2.5 Further restrictions may apply based on the specific program. For details, please refer to the detailed logistic information of the program.

#### 3. Pre-event Procedures

- 3.1 A **Request for Application** (RFA) must be completed by each member institution and return to AFI Capacity Building program email at [capacity.building@afi-global.org](mailto:capacity.building@afi-global.org).
- 3.2 After submission of the RFA, AFI will contact you to propose the maximum reimbursement amount allowed for the delegations. Once the amount has been agreed, AFI will provide you with the **Request for Sponsorship** form to be completed.
- 3.3 Please submit the completed, signed copy of the **Request for Sponsorship** form by email to AFI. The form needs to be signed by the participant's superior.
- 3.4 The request for sponsorship needs to be submitted at least 7 days prior to the event date. Request submitted less than 7 days prior to the event or after the actual event dates is not eligible for reimbursement.
- 3.5 Tickets should only be purchased once your sponsorship request has been approved through an official letter/ email by AFI. AFI will not purchase flight tickets on behalf of participants.

#### 4. Post-event Procedures

- 4.1** Payments are only processed after the completion of the learning program and once all submission requirements are met.
- 4.2** Payments can only be credited to institutional bank accounts. AFI is not able to deposit any payment to private individual bank accounts.
- 4.3** On returning to the home country, please provide the following to AFI via email ([capacity.building@afi-global.org](mailto:capacity.building@afi-global.org)):
- Signed, scanned copy of the completed **AFI Sponsorship Program – Claim Report** form ([download here](#)) and scanned copies of the original supporting documents. A separate claim request is required for each individual;
  - A soft copy of the **Final Narrative Report**, which explains the delegates' overall learning experiences, lessons learned, and general feedback for the JLP.
- 4.4** Upon approval by AFI, please send all original documents to AFI's headquarters in Kuala Lumpur, Malaysia:
- AFI Capacity Building – Joint Learning Program  
Alliance of Financial Inclusion (AFI)  
Sasana Kijang, 2, Jalan Dato' Onn  
50480 Kuala Lumpur, Malaysia.
- 4.5** All original supporting documents must be provided and will be retained by AFI. This includes the following documents:
- An original invoice by an external party (e.g. travel agent) including all necessary details (Issuer name, Total amount, Currency, Date, Details on the flight fare, Address, any applicable Tax, Amount of additional fees);
  - Boarding passes for all flight routes;
  - E-Ticket;
  - Any receipts/invoices stating additional expenses such as Visa/Mailing Fees;
  - Any other supporting documents.
- 4.6** The final deadline to submit all required documents is five weeks after the end of the learning program.
- 4.7** The payout will be processed within five weeks, depending on the execution process of the respective bank.