

## **Expense Protocol**

### **BitDevs across Africa, supported by Btrust**

#### Introduction

This document sets out the protocol for requesting, reporting and reimbursing expenses incurred by BitDevs planning teams during the execution of approved activities. The protocol covers eligible expense items, timelines for requests, submissions, and required documentation for reimbursement.

#### Expense Categories

All expenses must fall into one of the following categories to be eligible for request and reimbursement:

- Travel Expenses (includes airfare, lodging, and ground transportation directly related to BitDevs planning meetings or events)
- Meal / Refreshment Expenses (for BitDevs planning meetings, meetups or approved events)
- Space Rental Expenses (for monthly BitDevs meetups or approved events)
- Office Supplies (necessary for the execution of BitDevs planning work)
- Miscellaneous (for expenses not covered in the above categories but relevant and essential)

#### Timelines for Requests

BitDevs planning teams should send a request for funds at least 3 days to the meetup for the month. This request should include:

- A simple breakdown of necessary expenses for the month
- A BTC address to receive the funds

See here: [MEETUP BUDGET TEMPLATE](#).

#### Submissions

BitDevs planning teams should submit a short event report after each meetup. The report format is attached below, and you can duplicate it for your location. You can make a single copy of the document, share it with the Btrust team, and continue to update each month in the same document.

Submissions should include:

- Short event summary
- Receipts and/or evidence of expenses paid for each monthly meetup. These can be uploaded to a folder, and a link should be included in the short event report.

See here: [EVENT REPORT FORMAT](#)

### Reimbursement

In cases where the monthly disbursement to organize BitDevs is not processed on time, or there are extra approved expenses not covered, the team needs to be given the go-ahead to cover the expense and request reimbursement.

For reimbursements, the team needs to submit:

- The receipts/evidence of the expenses incurred
- A BTC address to receive the funds

### Documentation Requirements

For all requests, submissions, and reimbursements, the following documentation is required:

- Breakdown of Expenses: Detailed breakdown of each expense item, including the amount and purpose
- Receipts: Clear and legible receipts for all expenses
- BTC (Segwit) Address: The Bitcoin address where funds should be sent.

Note: All BitDevs planning teams should adhere to this protocol to ensure timely and accurate processing of funds necessary for their operations.