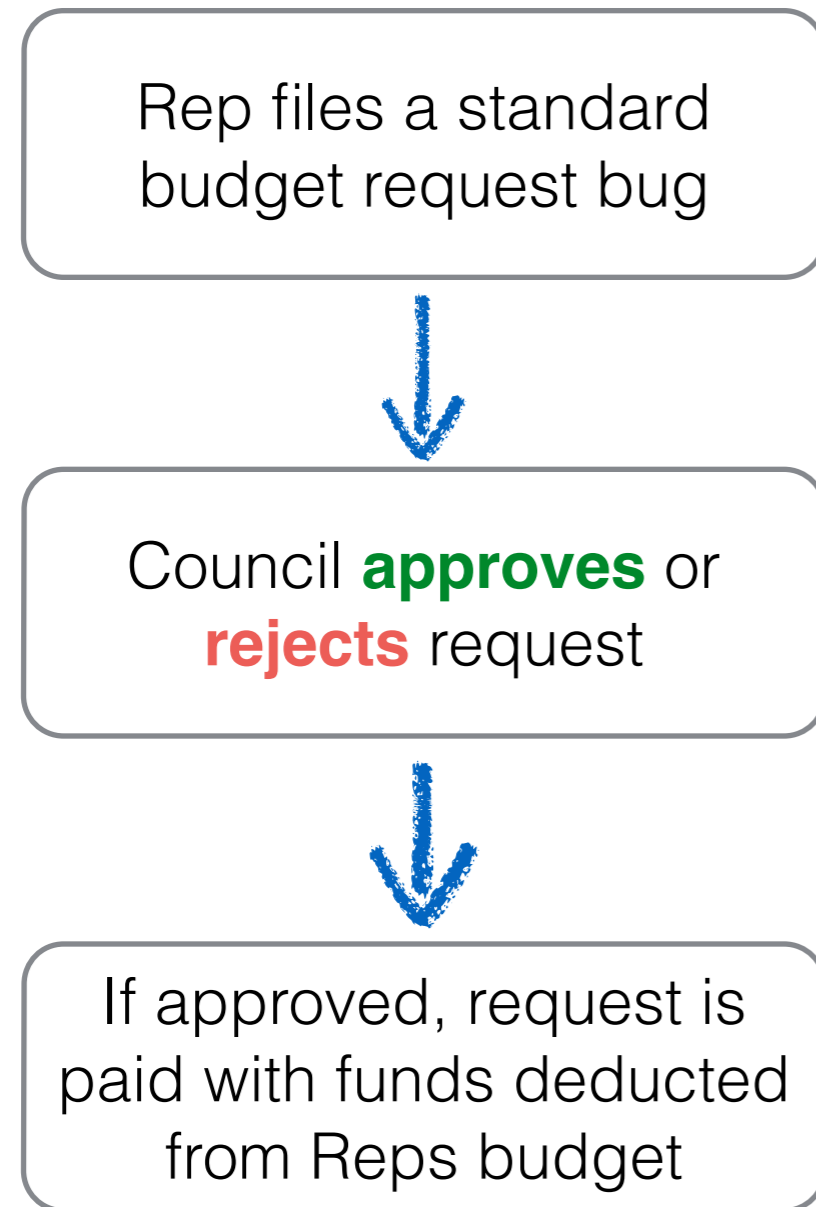


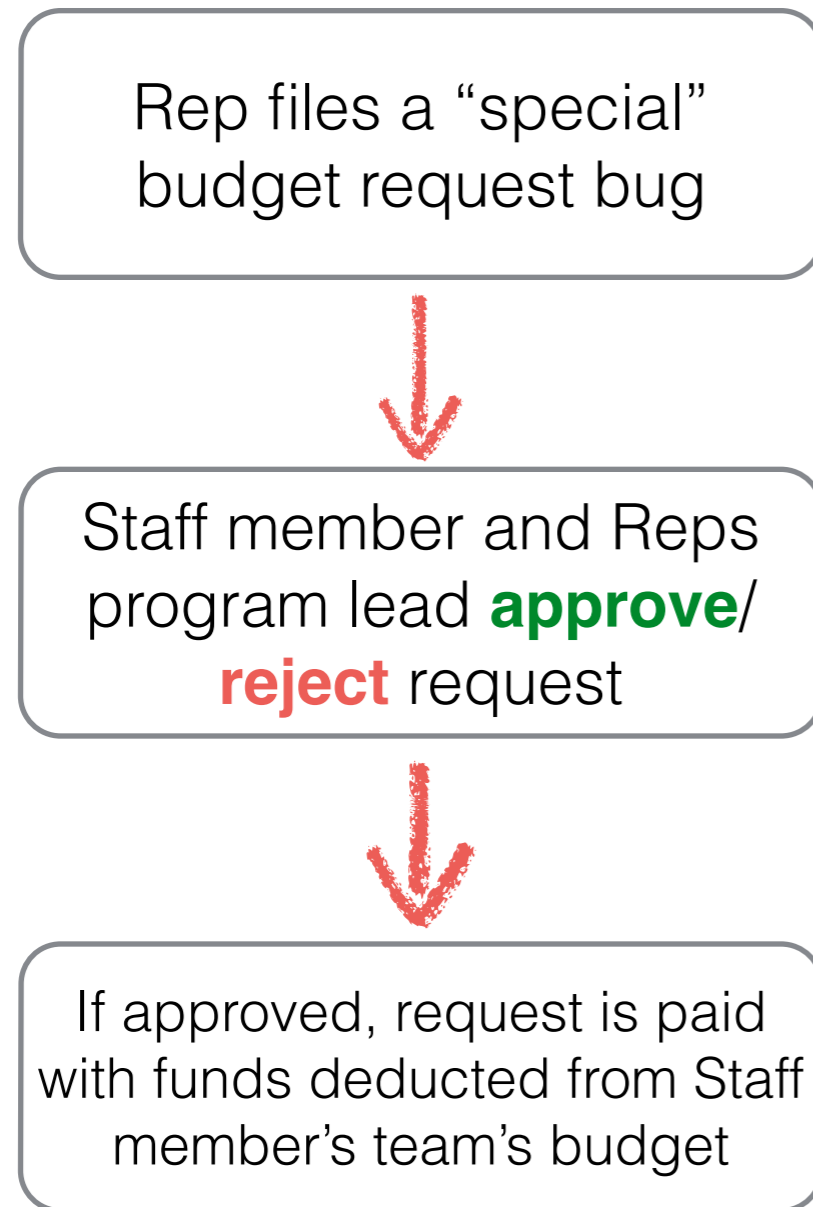
# Standard Budget Request



*Key characteristics of a **standard** budget request:*

- *request needs to be “validated” by Rep’s mentor before it can be reviewed by the Council*
- *requests <\$500 need just 1 Council member to approve*
- *requests >\$500 and <\$5000 need majority approval from the Council*
- *request >\$5000 need unanimous Council approval*
- *approved request are paid with Reps program budget*
- *payments are processed by Mozilla Reps accounting staff*

# Special Budget Request



Key characteristics of a *special* budget request:

- request needs to be “approved” by Staff member sponsoring request by leaving a comment on bug
- request also needs to be approved by Mozilla Reps program lead by leaving comment on bug
- Council does **NOT** need to approve request but is encouraged to review and provide feedback on bug
- if approved, request is paid with Staff member’s team’s budget
- payment is processed by Mozilla Reps accounting staff

# Example

Jeff, staff member from the L10n team, has the green light from his manager to use \$2,000 USD of his team's budget to organise an L10n sprint in Mexico. He wishes to organize a sprint in Cancun, in collaboration with Luis, a Rep from Cancun, who will help plan and execute the event. Here's what Jeff and Luis need to do to make this happen:

**Step 1:** Luis files a “special” budget request

**Step 2:** Jeff leaves a comment on the bug to confirm that he “approves” the request

**Step 3:** Rosana (Mozilla Reps Lead) evaluates the request and leaves a comment to say that she also “approves” request

**Step 4:** Konstantina (Mozilla Reps Finance) wire transfers \$2,000 USD to Luis so he can run the event in Cancun with Jeff

**Step 5:** Mozilla Accounting deducts \$2,000 USD from L10n team's budget