

DISTRICT 109
EXPENSE & REIMBURSEMENT
GUIDELINES
2018-2019

A. Events and Funds pre-approved in the District Budget

1) Each **Division Director** has the following events and funds per event pre-approved in the District Budget:

- *TLI*: € **500** (annually)
- *Division Contest*: € **250** (annually)

2) Each **Area Director** has the following events and funds per event pre-approved in the District Budget:

- *COT*: € **125** (per training period)
- *Area Contest*: € **150** (annually)

3) For the above training and contest events, acceptable expenses include venue rental, equipment rental or purchase, advertising and public relations, educational and promotional materials, printing and photocopies, snacks and refreshments, recognition awards and small (up to \$25) “thank you” gifts. Excluded are travel and lodging.

B. Travel and Funds pre-approved in the District Budget

1) Each **District Officer** has the following funds pre-approved in the District Budget for travelling to DECM/DOT (going over-budget needs pre-authorization by the District Finance Manager):

- *Travel*: € **150** (per DECM/DOT)
- *Lodging*: € **50** (per DECM/DOT)

2) Each **Area Director** has the following funds pre-approved in the District Budget for travelling to conduct the official Club Visits (going over-budget needs pre-authorization by the District Finance Manager):

- *Travel expenses for all Club Visits*: € **55** (per semester)

Where a Club Visit is impractical or more expensive, a proxy may be given to another experienced Toastmaster to perform the visit and to have the travel expenses of the visit reimbursed. The reimbursement request will be submitted by the Area Director.

3) Admissible travel expenses include return economy public transport, such as air, rail, bus, metro, tram, shuttle bus or taxi, from home to the event location. Where public transport is impractical or more expensive, private cars may be used and the mileage is reimbursed with **€ 0.08/km**, plus parking fees and tolls.

C. Funds pre-approved in the District Budget for Events needing pre-approval

1) Each **Division Director** has the following funds per event pre-approved in the District Budget for the following events (pre-approval of each event is needed):

- *2+2 Campaign (2 Demo Meetings/Open Houses per semester):*
€ 100 (per event)

Pre-approval by the District Club Growth Director is needed.

Acceptable expenses include venue rental, equipment rental or purchase, advertising and public relations, educational and promotional materials, printing and photocopies, snacks and refreshments, recognition awards and small (up to €25) “thank you” gifts. Excluded are travel and lodging.

2) Existing **Clubs** have the following funds per club pre-approved in the District Budget for the following purposes (pre-approval is needed):

- *Weak Clubs (1-12 members) for marketing:*
€ 100 (per club)

Pre-approval by the District Club Growth Director is needed.

- *Understrength Clubs (13-19 members) for marketing:*
€ 100 (per club)

Pre-approval by the District Club Growth Director is needed.

After getting the pre-approval, the club makes the marketing expenses (printing and photocopies, advertising and public relations, promotional materials, awards and small -up to €25- “thank you” gifts) and the Area or Division Director or other District Officer being member of the club submits the request for the reimbursement of the expenses.

3) **New Clubs** chartered after July 1st, 2018 are entitled to **1 Club Banner**. The banner will be ordered by the District Director and paid directly

by the District, after sending a relevant request to the District Administration Manager.

D. General Notes

1) A single expenditure in excess of **\$500** must be pre-authorized in writing by the District Director, District Program Quality Director or District Club Growth Director, in consultation with the District Finance Manager.

2) All expenses must be documented with a valid invoice or receipt. A credit card extract is not acceptable. Mileage reimbursement requires documentation consisting of the distance (e.g. a Google Map of the shortest route) and the travel date and purpose (e.g. the Club Visit Report for official Club Visits).

3) Where expenses are for joint events, e.g. COTs or Area Contests, there must be written confirmation from each one of the collaborating Directors stating:

- (a) his/her consent for the joint event,
- (b) the amount he/she is allocating for the joint event out of his/her event budget, and
- (c) the District Officer/-s who will submit the request/-s for reimbursement of the joint event expenses.

4) Unused funds of an Area Director's budget pre-approved in the District Budget for a specific event type may not be used for another event type by the same Area Director or for an event by another Area Director within the same Division, unless pre-authorized by the Division Director (this does not apply to travel expenses). The pre-authorization email of the Division Director allocating such unused funds to another event type of the same Area or to the event of another Area within the same Division should have the District Finance Manager in CC.

5) If the budget of an event pre-approved in the District Budget needs to be higher than the amount budgeted in the District Budget for this event, pre-authorization of the higher budget by the District Program Quality Director, the District Club Growth Director or the District Public Relations Manager, accordingly, is needed. The request for the pre-authorization is addressed to the relevant District Coreteam Officer, with the District Finance Manager in CC, and it is supported with a justifying text, an action plan and a draft budget.

6) Any event not specifically pre-approved in the District Budget needs pre-approval of (a) the event itself and (b) its budget, by the District Program Quality Director, the District Club Growth Director or the District Public

Relations Manager, accordingly. The request for the pre-approval is addressed to the relevant District Coreteam Officer, with the District Finance Manager in CC, and it is supported with a justifying text, an action plan and a draft budget.

E. Reimbursement Process

1) The District Officers can request reimbursement of expenses using [Concur](#).

2) Please submit expenses as soon as possible and always within 60 days of incurring the expense and by July 31 for expenses incurred in June. Expenses are incurred when you consume a resource (e.g. the period of venue/room rental, the date of purchasing a product or receiving a service).

3) Please attach:

a) readable photo or PDF of the relevant receipts/invoices. On the receipt/invoice, please note the items that are included in your expense claim.

b) copy of pre-approval or pre-authorization or confirmation emails where required herein.

c) readable photo or PDF of any other relevant documentation proving the expense incurment, especially the Club Visit Report for mileage reimbursement of that club visit and the Meeting Agenda for Open Houses and Demo Meetings.

d) for all mileage reimbursements, map of the shortest route to and from the event location.

4) In the Comment field, please include:

a) clear explanations and calculations, if your claim involves calculations, e.g. the calculations in the mileage reimbursement as the number of km X 2 (return journey) X € 0,08.

b) the names of the other people, where lodging or mileage is shared by two or more District Officers and the cost is divided between them.

5) Within the same expense report, please create a new expense for items of different nature, e.g. keep snacks/refreshments (Meal Event 7016) for a COT separately from the room rental fees (Room Rental – Event 7014) for the same COT.

6) Please be aware of the following official Toastmasters International Policies and Protocols:

- [Policy 8.3: District Leader Expenses](#)

- [Policy 8.4: District Fiscal Management](#)
- [Protocol 8.4: District Fiscal Management](#)

7) For difficulties with accessing your account or entering data in Concur, please contact Greg Wingrove (gwingrove@toastmasters.org) in the Toastmasters International World Headquarters.