

District 61 Expense Guide-2010-2011

To: District 61 Executive Officers

This document, based on Toastmasters International policies and guidelines, guides District 61 officers on the criteria for, submission, and approval of expense claims for reimbursable expenses. The District will reimburse all reasonable expenses incurred for District business, subject to the following conditions:

Pre-approval

Any expense greater than CAD \$25.00 must be pre-approved by the District Governor. Expenses must be claimed against a line item in the District Budget(Annexe A)

For any District event (this includes Toastmasters Leadership Institutes, Division contests, Leadership Breakfasts, Leadership Development Academy, contest workshops, training sessions, etc.), in which there is a fee or contribution involved and a potential need for reimbursement from the District, an event budget form(Annexe B) must be completed and pre-approved by the Lieutenant Governor Marketing, Mrs Beverley Miranda.

Supporting Documentation

All expense reimbursement requests must be accompanied by supporting documentation, including all original, itemized receipts. Reimbursement will not be made without supporting itemized receipts. Photocopies of originals will be accepted for telephone and credit card bills.

Purchases in US Dollars

Claims for USD purchases originating in Canada must be accompanied by photocopies of supporting Canadian-issued credit card bill or USD money order receipt (for currency exchange calculation purposes), along with original itemized receipts or itemized packing documents from World Headquarters. If copies of credit card bills or US money order receipts are not provided, currency exchange will be calculated at the prevailing daily USD exchange rate at time of reimbursement.

Claims for USD purchases originating in the USA will be reimbursed in USD currency or in CAD at the prevailing daily USD exchange rate at time of reimbursement.

Travel Expenses

Travel by car for required attendance at a District executive meeting or other district-related business held in another city will be reimbursed. District officers are expected to pay for their own transportation expenses to attend district-related business within their own city or metropolitan area.

Only one claim per car is allowed. Car-pooling is strongly encouraged!

The reimbursement is CAD \$0.25 per kilometre. For Toastmasters living in the USA, convert miles to kilometres at the rate of 1.6 miles per kilometre e.g. 10 miles equals 16 kilometres.

Area Governors are required to visit each club in their area twice per year. More frequent visits are encouraged, but only two visits per club per year will be reimbursed by District funds. Travel to a club must exceed 100 kilometres to qualify for reimbursement.

There is no official requirement for Division Governors to visit clubs although they are encouraged to do so. Reimbursement for Division Governor visits to clubs must be pre-approved by the District Governor.

Lodging for required attendance to a District Executive meeting held in another city must be pre-approved by the District Governor before reimbursement will be made.

Lodging and any registration expenses for required attendance to a district-related business held in another city will be reimbursed for the District Governor, Lt-Governor Education and Training and Lt-Governor Marketing.

Region VI Mid-Year Training

Transportation, lodging and registration expenses for the current District Governor, Lt. Governor Education Training and Lt. Governor Marketing will be reimbursed by the District for the following:

Acceptable expenses

- Airfare (coach fare), if not reimbursed by World Headquarters
- Train, if not reimbursed by World Headquarters
- Mileage (25 cents per kilometre), if not reimbursed by World Headquarters
- Registration fee
- Standard hotel room (to share if possible)
- Taxi or shuttle service to and from hotel (if necessary)

International Convention

Transportation, lodging and registration expenses for the current District Governor, Lt. Governor Education Training, Lt. Governor Marketing and Immediate Past District Governor will be reimbursed by the District for the following:

Acceptable expenses

- Airfare (coach fare), if not reimbursed by World Headquarters
- Train, if not reimbursed by World Headquarters
- Mileage (25 cents per kilometre), if not reimbursed by World Headquarters
- Registration fee
- Standard hotel room (to share if possible)
- Taxi or shuttle service to and from hotel (if necessary)

Telephone

The cost of telephone calls, directly related and incurred in the performance of District office duties will be reimbursed. District officers are requested to conduct as much of their Toastmasters telephone business as possible during reduced charge periods (evenings and on weekends).

Non-reimbursable Expenses

The following expenses are not reimbursable:

- Parking
- Meals and refreshments
- Phone calls made on a cellular phone
- Personal telephone
- Personal postage
- Internet services
- Expenses for Toastmasters Clubs - Toastmasters must budget and pay for their own expenses out of their own funds. District funds are solely for District business.

Approval and Submission of Expense Claims

All expense claims must be approved by the District Governor. Expense claims are to be submitted to the District Governor within 60 days of incurring the expense or by July 31 for expenses incurred in June. If a District officer or other individual Toastmaster fails to submit a reimbursement claim within 60 days, this could be cause for non-reimbursement by a district. Within one month of approval of an expense claim, the District Treasurer will issue the cheque for reimbursement.

Other Guidelines

You can obtain more information about Toastmasters International Policies and Procedures from the following Web page:

<http://www.toastmasters.org/Members/OfficerResources/PoliciesandProcedures/PoliciesandProcedures.aspx>

Those related to finances are under:

VI B. District
VI D. Financial

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Toastmasters – District 61

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