

District 49 Reimbursement Policies

District 49 has adopted the following policy for reimbursements for activities and expenditures on behalf of or in support of District 49 Toastmasters. This policy may be amended as needed from time to time so long as it remains in comportment with the policies and guidelines of Toastmasters International. In the event of conflict, the policies of Toastmasters International shall govern.

General Expenditures

All expenditures, for which reimbursement is sought, must be accompanied by receipts and a filled out copy of the District 49 Reimbursement Request form. Expenditures for any services must be approved in advance by the appropriate official (i.e. Conference chair, Key-3) or they may be denied. If you wish to be reimbursed for an expense related to an event, you should be sure to get approval for the expense and inclusion in the event's budget to ensure reimbursement. Failure to do so puts you at risk and you may be liable for the expense. Do not count on it being approved after the fact.

Travel Expenditures

Because District 49 includes clubs on four islands, District 49 tends to have greater travel needs than most mainland districts. District 49 also recognizes the relatively small budget it has available and the expense of travel. District 49 will make the following reimbursements, when the official Toastmasters International Reimbursement Request form and appropriate receipts are submitted to the District Treasurer.

Area Governor Travel

Area Governors residing off-island will be reimbursed for their airfare for up to two trips each year to Oahu for training. Reimbursement for coach-class airfare will be limited to the actual amount paid up to a maximum of \$175 for each round-trip. Area Governors residing off-island will also be reimbursed for their coach-class airfare for two trips each year to attend District Conferences. Reimbursement for these trips will be limited to the actual amount paid up to a maximum of \$175 for each round-trip.

Speech Contestant Travel

District 49 is no longer able to reimburse any travel expenses related to speech contests (including travel for contestants) in keeping with current Toastmasters International policies, which prohibit the use of District funds for speech contest travel expenses.

Leadership Trio Officer and Officer-elect Travel

The District will reimburse the Leadership Trio (District Governor, Lt. Gov. Education and Training and Lt. Gov. Marketing) for travel to mid-year Leadership Trio training (if held) each year. District 49 will also reimburse the District 49 Leadership Trio and the Immediate Past District Governor (if a recipient of the Distinguished District Award) for their travel, room cost and conference registration fees, should they attend the International Convention and Toastmasters International does not reimburse the expenses..

Speech Contest Expenses

Area and Division Governors may seek reimbursement for up to \$40 in refreshment expenses for their contests (one event in the fall, one event in the spring) provided there is no admission charge for the contest. Combined Area or Division contests are entitled to a single \$40 reimbursement. Receipts are required or no reimbursement will be provided.

Approved by District 49 DEC, June 16, 2007 (modified in 2009 and 2010 to comply with TI policies on travel and DEC decision to increase reimbursement for speech contest refreshments)



Voucher for Reimbursement

Date of request: _____
Position held: _____

District number: _____
Check payable to (full name): _____
Mailing address: _____

1. Complete this form.
2. Attach organized receipts. Tape receipts smaller than this piece of paper to a piece of plain white paper. Multiple receipts may be taped to one page. Clearly indicate which amount on the receipt is being requested for reimbursement and note the corresponding number as listed below.
3. Return to the district governor (address below).
4. The district governor reviews, approves, and forwards to the treasurer for payment.
5. Receipts submitted more than 60 days from the date of the expense may be considered unreimbursable.

Line	Month of Expense	Currency	Amount	Expense Description (If travel, indicate mileage and rate used in calculation.)	Treasurer's Use Only
					Budget Account Number
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
			Total:		

Approvals

District governor's name (print): _____
Address: _____

District governor's signature: _____
Date: _____

If a single expenditure is more than \$500 or a check is payable to the district governor or treasurer, a lieutenant governor's approval is required.

Lieutenant governor's name (print): _____

Lieutenant governor's signature: _____ LGET or LGM (circle one)

Treasurer's name (print): _____
Treasurer's signature: _____

Check number: _____
Date: _____ Date cleared: _____