

## **District 49 Reimbursement Policies**

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District 49 has adopted the following policy for reimbursements for activities and expenditures on behalf of or in support of District 49 Toastmasters.

### **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 4 islands we tend 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 District 49 Reimbursement Request form and appropriate receipts are submitted to the District Treasurer.

#### **Area Governors**

Area Governors residing off-island will be reimbursed for their airfare for up to two trips each year to Oahu for training. Reimbursement will be limited to the actual amount paid up to a maximum of \$150 for each trip.

Area Governors residing off-island will also be reimbursed for their 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 \$150 for each trip.

#### **Speech Contestants**

Off-island contestants in any of the four District-wide speech contests who reside off-island will be reimbursed as follows:

The First Place contestant will be reimbursed for the actual amount paid to travel to the next level contest up to a maximum of \$150 for each trip.

Second Place contestants will be reimbursed for 50% of the actual amount paid up to a maximum of \$75 for each trip. The District will reimburse the District winner in the International Speech contest for airfare and two nights lodging to attend and participate in the Region 2 International Speech Contest.

#### **Key-3 Officer and Officer-elect Travel**

The District will reimburse the District Governor and Key-3 officers-elect (District Governor, Lt. Gov. Education and Training and Lt. Gov. Marketing) for conference registration, and if not held in Hawaii, airfare and lodging for the Regional Conference each year, and for the airfare, lodging and training fees for the Region II Mid-Year Training held in January each year. District 49 will also reimburse the District 49 Key 3 officers for their conference registration fees, should they attend the International Convention and Toastmasters International does not reimburse registrations.

### **Speech Contest Expenses**

Area and Division Governors may seek reimbursement for up to \$25 in refreshment expenses for their contests (one even 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 \$25 reimbursement. Receipts are required or no reimbursement will be provided.

*Approved by District 49 DEC, June 16, 2007*