



# DISTRICT 6 TOASTMASTERS

SERVING PARTS OF MINNESOTA AND ONTARIO

## District 6 Reimbursement Guidelines (2017-2018)

### I. General Guidelines

- Any expense over \$100 for any single item or event, not covered in the approved budget, must be approved in writing by the District Director prior to the purchase.
- Districts do not reimburse any individuals other than the District Director, Program Quality Director, and Club Growth Director for travel outside the district.
- Requests for reimbursements should be submitted via the Concur system no later than the end of the month after the expense date. The District Director must approve all claims for reimbursement.
- Receipts must accompany all requests for reimbursements, except for mileage.
- Mileage reimbursement is based on a rate of \$0.535 for trips in excess of 25 miles. This may be revised mid-year.
- For mileage reimbursement, only travel over 25 miles round trip qualifies for reimbursement. Please include a link of the travel to Google Maps or MapQuest, and also show the math in the comment section in Concur. For example, 150 miles - 25 miles = 125 miles X \$0.535 = \$66.88.
- The annual limit on mileage is \$350, unless given prior approval from the District Director.
- A person riding with another person receiving mileage reimbursement cannot also request mileage reimbursement.
- District Executive Committee (DEC) Meeting - The District will reimburse participants in Area/Division Director training for not more than \$125.00 of one night's hotel for participants who need to travel over 350 miles (round trip).
- The District Director must approve travel that requires overnight accommodation in advance.
- District 6 will order and cover costs for contest trophies and TMOY awards
- If you have any questions, please contact the District Director, Harold Osmundson at [hosmundson@gmail.com](mailto:hosmundson@gmail.com), or the District Finance Manager, Nancy Hobbs at [nancyhh@aol.com](mailto:nancyhh@aol.com).



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## II. Area Directors

### A. Travel - Mileage

- Travel is assumed to be within your own Area or Division (for Division events). Travel to other Areas or Divisions won't be reimbursed without prior approval from the District Director. The first 25 miles (round trip) are not reimbursable.
- Mileage applies to the activities below:
  1. Area Director Training & District Executive Council (DEC) Meetings
  2. Demo Meetings - One trip per prospective club
  3. Conducting official club visits. If an Area Director feels more than two visits per year are warranted, the Area Director should justify costs.
  4. Area and Division council meetings - For your area/division only
  5. Area speech contests - For your area only
  6. Area Club Officer Training - For your area only
  7. Attendance at a charter ceremony - As long as you are not a charter member
- Mileage doesn't apply to the activities below:
  1. Travel to visit a club where you are a member
  2. Travel to visit a chartered club (unless it is for a charter ceremony). If an official district visit for retention is required, this must be approved by the District Director in advanced.
  3. Travel to TLIs (unless you are a trainer), Spring/Fall conferences, TI conventions, or other area contests.

### B. Administration

- Area Directors have a maximum annual limit of \$60 for administration items, such as photocopies, stamps, and water and light snacks for events.



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## Division Directors

### **A. Travel - Mileage**

- Travel is assumed to be within your own Division. Travel to other Divisions won't be reimbursed without prior approval from the District Director. The first 25 miles (round trip) are not reimbursable.
- Mileage applies to the activities below:
  1. Division Director Training/District Executive Council Meeting
  2. Demo meetings - One trip per prospective club
  3. Conducting a Club Visit - If a Division Director feels a visit is warranted, the Division Director should justify any additional costs.
  4. Division council meetings
  5. Division speech contests - For your Division and your Areas only
  6. Division Club Officer Training - For your division only
  7. Division Director Chats
  8. Attendance at a charter ceremony - As long as you are not a charter member
- Mileage doesn't apply to the activities below:
  1. Travel to visit a club where you are a member
  2. Travel to visit a chartered club (unless it is for a charter ceremony). If an official district visit for retention is required, this must be approved by the District Director in advanced
  3. Travel to TLIs (unless you are a trainer), Spring/Fall conferences, TI conventions, or other area contests.

### **B. Administration**

- Division Directors have a maximum annual limit of \$75 for administration items, such as photocopies, stamps, and water and light snacks for events.

### **C. Other events**

- The food budget per Division Director chat is \$100.