



# DISTRICT 6 TOASTMASTERS

SERVING PARTS OF MINNESOTA AND ONTARIO

## District 6 Rules For Reimbursement & Guidelines (2015-2016)

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## I. Expense Claims

- 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.
- Expense claims must be submitted on a monthly basis on the Request for Reimbursement form provided by the District. The District may not pay expenses not submitted on a timely basis.
- Requests for reimbursements must be presented to the District Finance Manager no later than 30 days following the date that the expense was incurred. The District Director must approve all claims for reimbursement.
- A Request for Reimbursement form and supporting original receipts must accompany all reimbursements. (Scanned/emailed are acceptable). For mileage reimbursement, provide driving directions from a source such as Google Maps, Yahoo Maps or MapQuest. Only travel over 25 miles round trip way qualifies for reimbursement.
- A person riding with another person receiving mileage reimbursement cannot also request mileage reimbursement.
- If you have any questions on this, please contact the District Director, Larry Marik at [toastmasterlarry@gmail.com](mailto:toastmasterlarry@gmail.com) or the District Finance Manager, Kimberlee Redington at [tmkimberleedtm@gmail.com](mailto:tmkimberleedtm@gmail.com).

## II. Area Directors

### A. Travel - Mileage

- Travel is assumed to be within your own Area or Division {for Division level events}. Travel to other Areas or Divisions will NOT be reimbursed without prior approval from the District Director. The first 25 miles {round trip} are not reimbursable.
- The annual limit \$350
  - o Mileage over the above limit needs prior approval of the District Director!
- Mileage reimbursement will be based on a rate of \$.575 for trips in excess of 25 miles



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1. Area Director training
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 must make a proposal justifying the additional costs.
  - The Area Director can't get reimbursed, if he/she is a member of the club they are visiting.
4. Area and Division council meetings
  - For your area/Division only
5. Area speech contests
  - For your area only
6. Attendance at a charter ceremony
  - As long as you are not a charter member
7. What is not covered
  - Any club where you are a member
  - Mileage 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 Governor in advanced.
  - Mileage does not include travel to TLIs (unless you are a trainer), Spring/Fall conferences, TI conventions, or other area contests.

### ***B. Travel – Hotel***

1. Area Director Training / District Executive Committee Meeting
  - The District will reimburse participants in Area 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.

### ***C. Administration***

1. Area Directors have a maximum annual limit of \$35 for this category
2. Acceptable costs
  - Photocopies, stamps, fax charges, and telephone calls
3. Unacceptable costs
  - Food or beverages
  - Note: Speech Contest Kits for Area Directors are available online.

### ***D. Trophies***

1. Speech Contests (Fall)
  - The District will reimburse up to \$40 amount for trophies.
2. Speech Contests (Spring)
  - The District will reimburse up to \$40 amount for trophies.
3. Area Toastmaster of the Year Award
  - The District will reimburse up to \$30 amount for a Area Toastmaster of the Year award



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### III. Division Directors

#### A. Travel - Mileage

- Travel is assumed to be within your own Division. Travel to other Divisions will NOT be reimbursed without prior approval from the District Director. The first 25 miles {round trip} are not reimbursable.
  - The annual limit \$350
  - Mileage reimbursement will be based on a rate of \$.575 for trips in excess of 25 miles
1. Division Director Training
  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 must make a proposal justifying the additional costs.
    - The Division Director can't get reimbursed, if he/she is a member of the club they are visiting.
  4. Division council meetings
  5. Division speech contests
    - For your Division and your Areas only
  6. Attendance at a charter ceremony
    - As long as you are not a charter member
  7. What is not covered
    - Any club where you are a member
    - Mileage 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 Governor in advanced.
    - Mileage does not include travel to TLIs (unless you are a trainer), Spring/Fall conferences, TI conventions, or other Division contests.

#### B. Travel – Hotel

1. Division Director Training / District Executive Committee Meeting
  - The District will reimburse participants in 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.

#### C. Administration

1. Division Directors have a maximum annual limit of \$35 for this category
2. Acceptable costs
  - Photocopies, stamps, fax charges, and telephone calls
3. Unacceptable costs
  - Food or beverages
  - Note: Speech Contest Kits for Division Directors are available online.



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### ***D. Trophies***

1. District 6 will order and cover the costs for the Speech Contests (Fall & Spring)
  - The District will reimburse up to \$40 amount for trophies.
2. Area Toastmaster of the Year Award
  - The District will reimburse up to \$30 amount for a Area Toastmaster of the Year award
  - The District Director will handle the expense for the Area Director of the Year award

## **IV. Members**

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

- Travel is assumed to be within your own Division. Travel to other Divisions will NOT be reimbursed without prior approval from the District Director.
  - The first 25 miles {round trip} are not reimbursable.
1. Members assisting with a Demo meeting
    - Maximum 1 trip per prospective club

## **V. District Chairs**

### ***A. Travel – Mileage***

- Travel is covered for mileage to any District Chair meetings.
- The first 25 miles {round trip} are not reimbursable.
- Mileage to other events/locations needs prior approval of the District Director.