

DISTRICT 86 TOASTMASTERS

Expenses and Reimbursement Policies 2023-2024

General

Toastmasters International owns all funds for all the Districts worldwide. The stewardship of the District funds rests with the District Leadership team. As a volunteer led organization, the District relies heavily on the goodwill, generosity and fiscal prudence of its members.

This summary addresses most circumstances.

Area and Division Training, Contests and Other Events

The District does not subsidize Division or Area events.

Areas and Divisions are responsible for all their expenses relating to their events, including shortfalls.

Revenue to cover all costs is generated by admission fees from tickets or sponsors. Training, Contests, and events are self funded by the Area / Division.

Any Financial shortfalls from Events are the responsibility of the Clubs in the Area or the Division. Area/Division should contact Clubs in advance to inform them of how any shortfall from an event will be addressed and the expected contributions from each Club in the Area/Division to cover the shortfall.

Area contests may be hosted by a club within the Area, by providing their facility, hybrid meeting equipment, network access, supplying refreshments, supplies and photocopying from club funds. Otherwise, a separate event budget/resources may be managed and financed through event ticket sales.

Division Director may permit Clubs to host Division Contests, however, the Division Director remains responsible for organizing, budgeting, and executing all aspects of the events including the financials.

Travel Expense General

Travel Mileage allowed will be reimbursed at the **rate of \$0.42 a kilometer.**

Applies to District Officers (PQD, CGD, PRM, Logistic Manager, Finance Manager, Parliamentarian, Audit Chair, Alignment Chair, Credential Chair, IPDD) as per District Director's invitation to attend District Executive Meetings.

***Note carefully, District Officers outside the geographic boundaries of District 86 are expected and restricted to participate in District events **virtually**.

Unless authorized by District Director, reimbursable travel expense (mileage) is limited to:

- Hybrid and In-person Meetings, Contests and Club Visits
- Car pooling is encouraged for all events.
- Virtual meeting including Teleconferencing/E-conferencing are encouraged to reduce travel costs.

Reimbursable Travel Mileage – Division Directors

- ✓ All Hybrid and In-person District Executive meetings
- ✓ 1 Hybrid Division Speech Contest Event
- ✓ 2 trips to chair Hybrid and In-person Division Council meetings – 1 before Nov. 30, 1 between Jan & April. However, virtual meetings are encouraged.
- ✓ Special visits to clubs must be pre-authorized by District Director.
- ✓ Public transit fare in lieu of mileage

Non-Reimbursable Travel - Division Directors

- ✗ Travel to District Conference or District Council Meetings
- ✗ Travel to attend or facilitate at a TLI or Division Club Officer Training
- ✗ Travel to make Club visits (**Exception:** Filling in for Area Director on Official club visit)
- ✗ Parking Fees, road tolls, vehicle rental, long distance calls

Reimbursable Travel – Area Directors

- ✓ All Hybrid and In-person District Executive meetings
- ✓ Two Hybrid and In-person Official Area Director visit per club (supporting Club Visit Report must be submitted to TI)
- ✓ 1 Hybrid Area Speech Contest Event
- ✓ 2 trips to chair Hybrid and In-person Area Council meetings: 1 Before Nov. 30; 1 Between Jan 1 to Apr 30. However, virtual meetings are encouraged.
- ✓ 2 Hybrid and In-person visits per registered Prospective new club (District Director Preauthorized)
- ✓ Special visits to club (District Director Preauthorized)
- ✓ Public transit fare in lieu of mileage

Non-Reimbursable - Area Directors

- ✗ More than 2 visits per club (Unless preauthorized by the District Director.)
- ✗ Travel to District Conference or District Council Business Meetings.
- ✗ Travel to attend or facilitate at a TLI or Club Officer Training.
- ✗ Parking Fees, road tolls, vehicle rental, long distance calls

Reimbursable Travel – District Chairs

- ✓ Attendance at District Executive meetings, as invited by District Director.
- ✓ Conference Committee Mileage for 2 on-location planning meetings as directed by the District Director.

Non- Reimbursable– District Chairs

- Parking fees, road tolls, vehicle rental, long distance calls

Other Expenses for All Positions

- Other Expenses **Must be Pre-Approved by the District Director.**

Otherwise, Expenses below are **not reimbursable.**

- ✗ Long Distance Telephone Charges
- ✗ Courier Expenses
- ✗ Promotional Material
- ✗ Club Advertising
- ✗ New Club Charter Fees
- ✗ Club Dues
- ✗ Area, Division banners, trophies, awards, supplies
- ✗ Area or Division website expenses
- ✗ Meals
- ✗ Hybrid meeting equipment, peripherals, and network access
- ✗ Social Media Advertising

Approvals on High ticket expenses

- All expenses, including travel, **exceeding \$500**, must be pre-approved by the District Director. (In writing or electronic communication)

CONCUR MUST BE USED TO SUBMIT EXPENSE FOR REIMBURSEMENT.

CLAIM EXPIRES 60 DAYS AFTER TRANSACTION DATE. (In review)

*****Last expense deadline submission for 2023-2024 is June 21 2023.**

Any Questions or concerns on the eligibility of an expense, please contact either the District Director or the District Finance Manager **BEFORE** incurring the expense.

CONTACT FOR QUESTIONS AND CONCERNS:

financemanager@toastmasters86.org