

FINANCE: EXPENSE REIMBURSEMENT INSTRUCTIONS

2023-2024 District Officers' Expense Guidelines

WHO CAN CLAIM AN EXPENSE REIMBURSEMENT?

- **District Executive Council (DEC) members** (Division Directors, Area Directors, District Leadership team) can submit a request for reimbursement of costs incurred to support the district mission.
- **District Support Officers** (as appointed by the Trio)
- **District Conference Committee Members** (Committee Chairs and appointed Committee members) can claim travel expenses for attending in-person conference committee planning meetings (Note: travel to the conference itself is not covered).

WHAT SHOULD WE BE ALLOWED TO CLAIM FOR?

- Please refer to the Appendix in this document for details on allowable expenses.

GENERAL GUIDELINES

1. Submit all claims in the month they incur. Claims are to be processed electronically via Concur.

Note: all claims must be submitted within 60 days.

- In accordance to Toastmasters International guidelines reimbursement of expenses older than 60 days are not permitted.
 - Expenses incurred in June must be submitted by July 31.
 - Claims filed electronically via concur are processed weekly (every Tuesday) by TI after approval from the Finance Manager (FM) and District Director (DD). Claims filed manually are processed monthly.
2. All expenditures must meet the guidelines unless there is **prior written approval** obtained from the District Director/Program Quality Director/Club Growth Director in conjunction with the Finance Manager. Scan and attach the approval as part of your claim.
 3. Any expense **greater than \$500** must be pre-approved in writing by the District Director/Program Quality Director/Club Growth Director in conjunction with the Finance Manager. Scan and attach the approval as part of your claim.
 4. If you are claiming a partial amount on a receipt, don't forget to **include the taxes** (PST, GST, HST) if applicable.
 5. All claims must be supported with vendor **receipts/invoices**. A credit card statement by itself is not a sufficient supporting document. For foreign currency, please also include your credit card statement along with your invoices to show the exact amount of your claim in Canadian dollars.

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6. Any claims for reimbursement that are not in accordance with the Guidelines will be declined.

Travel expenses (Refer to the Appendix for more details):

1. Travel by **public transit** is reimbursed. Submit proof of payment (e.g. PRESTO statement).
2. **Parking** is reimbursed for travel by personal vehicle.
3. Travel by **personal vehicle** is reimbursed based on distance travelled within the District in kilometres at a rate of \$0.47/km (no rounding up permitted).
 - **Attach a printout of a map (Google, MapQuest, etc.)** to your claim in Concur, confirming the mileage travelled. Sufficient information has to be provided in the expense description of each trip to support the amount claimed, including:
 - start from location
 - travel to location
 - reason for travel
 - calculation (total kilometres x \$0.47)
 - If you are travelling from outside the district you should select the closest start and end within the District to claim for mileage.
 - You should only claim the expense if you incur a cost. (e.g. if carpooling, only one person should claim the expense).
 - Failure to include all the required information may result in a delayed or denied claim.

The geographical boundaries of District 60 are:

West: Mississauga border

South: Lake Ontario

North: Dixon Rd/Scarlett Rd/Lawrence Ave West

East: Lake Ontario to the end of Lawrence Avenue

Contests and club officer training (Refer to the Appendix for more details):

The following events are **self-funding**:

- Area level speech contests
- Division level speech contests
- Division sponsored club officer training

You are allowed to collect a nominal amount from attendees to cover costs (Note: contestants cannot be charged a fee to compete in a contest).

If you intend to charge an admission, the following will apply:

- Prepare a budget for the event. Under-estimate attendance and over-estimate costs to derive a fee aimed at breaking-even.
- Present the budget to the Finance Manager.
- After the event, any amounts in excess are to be turned over to the Finance Manager.
- If the event turns out to be under-funded, discuss the situation with the District Director.

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If you do not intend to charge an admission, District is not liable for any losses.

All profits from the aforementioned events belong to the District regardless of whether admission is charged or not.

A Club may offer to host a contest for an Area or Division during their regular meeting time, thereby avoiding having to charge, but **the Area Director or Division Director is responsible** for all financial aspects of the event to ensure it is break-even.

The District will cover specific costs for Contests & Club Officer Training:

Covered:

- Costs to print agendas and contest documents (black & white) (**see Appendix for details**)
- Travel for the primary Director (i.e. Area Director for Area contests, Division Director for Division contests, etc.)

Not Covered:

- Refreshments, food, supplies, AV equipment rentals, etc.

STEPS FOR USING CONCUR:

Step 1

Go to website: <https://www.concursolutions.com/nui/signin>

Step 2

Enter user name and password

Username is your membership ID plus @toastmasters.org. If your membership ID is less than 8 digits then adding leading 0s at the beginning to bring it to 8 digits; see example below:-

For example: Membership ID 123456 = 00123456@**toastmasters.org** or
Membership ID 1234567 = 01234567@**toastmasters.org** (lower case only)

Your initial password: welcome

Step 3

Change your password

Step 4

Complete entering your personal information in the profile section, including banking info for direct deposit. It will take up to 48 hours for the confirmation of the bank direct deposit email to reach you. A minimal charge (\$0.01) will show in your account.

Step 5

Upon receiving the bank confirmation email, start entering expenses for reimbursement.

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If you have any questions regarding these guidelines, please contact the Finance Manager or the District Director:

- Finance Manager: Michel Adedokun
FM@Toastmasters60.com
647-766-2111
- District Director: Andrew Horberry
DD@Toastmasters60.com

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Appendix: Table of Covered and Not Covered Expenses

Category	Covered	Not Covered
Travel	<ol style="list-style-type: none"> 1. Division Directors (DivD) and Area Directors (AD) can claim travel expenses to attend: <ol style="list-style-type: none"> a. DivD/AD training provided by the District b. Speech Contests for their Division/Area only c. As an AD, 2 trips to your clubs for your AD Club Visit Reports. As a DivD, 2 visits to your clubs (except for your home club). NOT claimable if you are a Coach, Sponsor, Mentor) d. Council meetings for DivD/AD and your Asst. DivD/AD e. Club Officer Training, sponsored and approved by the District, in your Division 2. The AD's Club Visit Report must be completed and submitted to TI for each official visit. 3. All District Executive Committee members can claim travel expense to: <ol style="list-style-type: none"> a. DEC Meetings b. Appreciation Brunch if/where business is conducted c. District Council meeting; typically conducted at the annual conference 	<ul style="list-style-type: none"> • Car rental, except pre-approved by the District Director • Taxi or Uber: is not permitted without prior confirmation by the District Director. Claim mileage when taking a taxi, but not the taxi fare itself. • 407 charges • Travel expenses to facilitate training at a Club Officer Training session (unless it is the Division Director's own COT event) • Travel expenses to attend a Club Officer Training event outside your Area or Division

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Postage	Postage is reimbursed for items mailed for District business. A Canada Post receipt must be provided with an explanation of what was mailed.	<ul style="list-style-type: none">• Courier or Express Post charges for:<ul style="list-style-type: none">o items to Clubso non-critical itemso Club business (charters, semi-annual dues, etc.)
Telephone And Conference And Social Media	<p>The Division/Area Directors have been provided with a district sponsored ZOOM account. This is to enable Division and Area Directors to conduct district business online.</p> <ul style="list-style-type: none">• Division Meetup account is covered	<ul style="list-style-type: none">• No other long-distance services are covered• Clubs are not permitted access to the ZOOM account provided to Area and Division directors.
Printing and Copying	Colour Printing: <ul style="list-style-type: none">• District Officer business cards	<ul style="list-style-type: none">• Promotional material for new clubs (ask Club Growth Director for brochures, marketing materials)• Printing of Area and Division contest flyers, agendas, promotional materials in colour (the district will <u>only</u> cover black & white printing for these items)

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<p>Printing and Copying</p>	<p>Black & White Printing:</p> <ul style="list-style-type: none"> • Flyers promoting Area and Division contests to distribute to clubs • Area & Division Contest agendas & speech contest materials (i.e. eligibility forms, tally sheets, timer sheets, contestant profiles, etc.) • Flyers promoting Division Club Officer Training events to distribute to clubs • Handouts of reports presented at DEC meetings 	
	<ul style="list-style-type: none"> • Agendas, minutes, handouts for Area Council Meetings • Agendas, minutes, handouts for Division Council meetings • Club Officer Training materials (flyers, handouts, agendas, etc.) 	
<p>Other</p>	<ul style="list-style-type: none"> • With pre-approval from the District Director, other items may be reimbursed. • Any item in this category must be pre-approved and the preapproval must be scanned and attached with the claim, along with applicable receipts 	<ul style="list-style-type: none"> • New Club Charter fees • Club semi-annual dues • Club advertising • Area or Division website expenses • Area or Division event expenses, unless approved by the District Director • Area or Division banners, trophies, awards, etc. • All Divisions have a Division banner • District 60 provides awards and trophies for Division level contests