REQUEST FOR TOASTMASTER DISTRICT 15 FUNDS

Date of Request:
Requested by (Name/Div./Area/Title):
Check Payable To:
Mailing Address:

Category	Description	Amount	Internal Use Only
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
	TOTAL	_____	

Category Codes:
MKT Membership and Club Extension: Indicate whether the expense is for club building, membership growth, promotional materials, advertising, or recognition.
CPR Communications and Public Relations: Indicate whether the expense is for the newsletter, web page, directory or other budgeted items.
EDTRG Education and Training: Indicate whether the expense is for Club, Area, or Division officer training and the type of expense such as educational material preparation or purchases, equipment rentals, room expenses, etc. **Expenses for food and beverages are not reimbursable.**
ADM Administrative: Indicate whether the expense is for telephone, postage, stationary, or other printing.
SPCH Speech Contests: Awards and certificates or other. **Expenses for food and beverages are not reimbursable.**
TVL Travel: Attach the MapQuest routing. The Description for intra-District travel includes the round trip mileage (trips must be over 100 miles), person(s) traveling (District, Division or Area Governor) and purpose of the trip. Reimbursements for Regional Conference, International conference and Midyear Regional Meetings are for DG and LT Governors only.
OTR Other Expenses: The District Governor will assign items to this category.

Send to District Treasurer: Dawn Wilson
5626 S Caper Pl
Boise, ID 83716-6930
E-Mail: dawnwilson@cableone.net

Signature District Governor: _____
(The District Governor's signature is required to disperse district funds.)

Submit Documentation within 30 days with all receipts attached. Be sure to make a duplicate copy of receipts and request for your files.

Signature District Treasurer: _____

Date ____/____/____ Check # _____ Amount_____ Mailed_____ Held for Pickup_____