

CONCUR: EXPENSE REIMBURSEMENT OPERATING PROCEDURES

2023-2024 District Officers' Expense Guidelines

WHO CAN CLAIM AN EXPENSE REIMBURSEMENT?

- District Executive Council (DEC) members (District leadership team, Division Directors, Area Directors) can submit a request for reimbursement of District-approved costs incurred to support the District mission.
- District leaders attending District-approved leader training (Mileage and hotel – restrictions apply. Please see Appendix)
- District Conference Committee Members (Committee Chairs and appointed Committee members) can claim travel expenses (mileage) for attending in-person conference committee planning meetings. (Note: travel to the conference itself is not covered)
- Clubs can submit for District Dollars

WHAT SHOULD WE BE ALLOWED TO CLAIM FOR?

Please refer to the Appendix for details on allowable expenses.

GENERAL GUIDELINES

1. Submit claims in the month they incur via Concur. (Note: all claims must be submitted within 60 days.)
 - In accordance with Toastmasters International guidelines reimbursement of expenses older than 60 days are not permitted.
 - Expenses incurred in June must be submitted by July 31.
2. All expenditures must meet the guidelines unless there is prior written approval from the District Director (Program Quality Director/Club Growth Director). 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 and Program Quality Director or Club Growth Director. Scan and attach the approval as part of your claim.
4. If you are claiming a partial amount on a receipt, remember to include the taxes if applicable.
5. All claims must be supported with vendor receipts/invoices. Credit card statement is not an approved supporting document to validate an expense claim. However, if the expenditure is in foreign currency, please also include the portion of your credit card statement that shows the exact amount of your claim in U.S. dollars, along with your receipts.
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):

Travel by personal vehicle is reimbursed based on distance travelled within the District in miles at the current IRS charity mileage rate (currently \$0.14/mile). Attach a printout of a map (Google, MapQuest, etc.) to your claim in Concur, confirming the mileage travelled. Sufficient information must 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 miles x \$0.14) at current IRS charity mileage rate, currently \$0.14/mile
- 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 15 are:

- **Idaho:** All counties south of the panhandle (Idaho County's southern boundary)
- **Oregon:** Malheur County
- **Wyoming:** Counties of Uinta, Sweetwater, Lincoln, Sublette, and Teton
- **Nevada:** Elko, White Pine, Eureka, Lander, and Humboldt Counties
- **Utah:** West of the Green River, Colorado River, and Lake Powell, but excluding the City of Green River and counties of Washington, Kane, Iron and Garfield counties

Speech contests and club officer training (See the Appendix A 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 of speech contests (Note: contestants are not 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. Underestimate 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. All profits from the aforementioned events belong to the District regardless of whether admission is charged or not.

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.)
- For the 2023-2024 year, District 15 has allocated \$50 for each Division Director to use to offset the costs for speech contests. Receipts must be submitted through Concur for reimbursement.

Not Covered:

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

STEPS FOR CREATING A CONCUR ACCOUNT:

Scan QR Code or click on link/copy the link and place in your browser. Enter the requested information on the Concur Account Request Form and submit:



<https://forms.office.com/r/JMvqSQPM0H>

Account creation takes approximately 1 week. You will receive an email from TI with your account information. For more information click the link to view the [Concur Expense Reporting System Training](#). After you receive the email from TI, follow the instructions contained therein to complete your account set up:

- Go to website: <https://www.concursolutions.com>.
- Enter user name and password.
- 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.
- Upon receiving the bank confirmation email, start entering expenses for reimbursement

STEPS FOR ENTERING EXPENSE REIMBURSEMENTS:

Log into Concur and create a new Report.

Give the report a descriptive name. Examples:

- August MailChimp Reimbursement.
- March 1 Open House Reimbursement.
- If a club District Dollars expense, include the club number in the description.

Complete the Details section:

- For District Dollars this would usually be "Incentives (7082), and Reporting Code: (585) Club Growth Other.
- Ensure descriptions are properly filled in. Comments and notes can be entered as needed.
- For Mileage expense submit a Google map as a receipt.
 - Indicate the distance in miles, the start and end location of your trip, and the reason for the trip. The number of miles needs to be typed in the box marked number of miles in Concur then multiplied by the appropriate IRS charity mileage rate (currently \$0.14/mile).
- Attach receipts for all expenditures. Receipts may exceed the amount being requested for reimbursement. The Amount being requested for reimbursement cannot exceed the amount of District Dollars earned or the District limit for the expense.
- Credit card statements are NOT valid receipts.
- A single expenditure in excess of \$500 must have preapproval of the District Director and Program Quality Director or Club Growth Director.
- Preapprovals obtained from the District Director and Program Quality Director or Club Growth Director should be attached for documentation.

- All expense reimbursement claims must be approved by the District Director, apart from those submitted by the District Director. The District Director's reimbursement claims must be approved by the Program Quality Director or Club Growth Director.
- Submit for Approval in Concur.
- If returned to you - make corrections or additions and resend for approval.
- District Dollars must be used in the Toastmasters Year earned and reimbursement requested in Concur by June 1.
- Other qualifying expense reimbursements (non-District Dollars) requested in Concur by June 15.
- Reimbursement requests must be made within 60 days of incurring the expense and by July 31 for expenses incurred in June.

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

- Finance Manager: Jimmy Bell, fm@district15speaks.org
- District Director: Sarra Idehen, dd@district15speaks.org

*District expenses are governed by [Article XII](#), Section 2, 3 of the Bylaws of Toastmasters International.
Policy 8.3 District Leader Expenses, Policy 8.4 District Financial Management*

Appendix A: Table of Covered and Not Covered Expenses

Category	Covered	Not Covered
Travel	<p>Trio DLT travel expenditures not paid by WHQ. When ridesharing, only one person submits claim for reimbursement.</p> <ul style="list-style-type: none"> • One bag, one-way up to \$30 • Transportation from airport to convention/training up to \$25 • Transportation from convention/training to airport up to \$25 <p>Division Directors (DivD) and Area Directors (AD) travel expenses to attend:</p> <ul style="list-style-type: none"> • DivD/AD training provided by the District • Mileage is reimbursable if 50 miles round trip at current IRS charity mileage rate (currently \$0.14 per mile) 	<ul style="list-style-type: none"> • Car rental • Travel expenses to facilitate/ attend training at a Club Officer Training session or speech contest
Lodging - hotel accommodations, including appropriate taxes	<ul style="list-style-type: none"> • Hotel lodging while attending Toastmasters DLTs and TI conventions • One night hotel lodging when attending District 15 Leader Training for leaders beyond 150 miles from venue 	Personal telephone and other incidentals
Meals/Food (including taxes)	<p>Trio attending Toastmasters DLT and convention, and Trio attending Mid-Year training</p> <ul style="list-style-type: none"> • Reimbursement up to \$50/day with receipts 	Alcohol Tips
Registrations	Convention registration, ticketed events and meals that are part of the Convention.	District 15 conference registration, events and meals that are part of the conference.
Telephone Conference And Social Media	<ul style="list-style-type: none"> • District sponsored ZOOM accounts. • District sponsored Meetup accounts 	No other long-distance services are covered
Postage	Postage is reimbursed for items mailed for District business. Provide postal receipts with an explanation of what was mailed	<ul style="list-style-type: none"> • Courier or Express mail charges

Appendix A : Table of Covered and Not Covered Expenses, continued

Category	Category	Category
Printing and Copying	<p>Color Printing:</p> <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 color (the district will only cover black & white printing for these items)
Printing and Copying	<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, Flyers promoting Division Club Officer Training events to distribute to clubs Handouts of reports presented at DEC meetings Agendas, minutes, handouts for Area Council Meetings Agendas, minutes, handouts for Division Council meetings Club Officer Training materials (flyers, handouts, agendas, etc.) 	<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. District 15 provides awards and trophies for Area, Division and District level contests
Other	<p>With pre-approval from District Director and Program Quality Director or club Growth Director, other items may be reimbursed.</p> <ul style="list-style-type: none"> Any item in this category must be pre-approved and the pre-approval must be scanned and attached with the claim, along with applicable receipts 	

Appendix B: Chart of Accounts – Revenue & Expense Accounts Only

Account #	Account Name
6005	Membership Dues Allocation
6010	Donation Revenue
6015	Interest Income
6020	Miscellaneous Income
6025	Registration & Ticket Revenue
6030	Sponsorship/Advertising Revenue
6035	Raffle Revenue
6040	Auction Revenue
6045	District Store Revenue
6050	Refunds – Registration & Tickets
6055	Refunds – Other
6060	Reimbursements – Registration & Tickets
7002	Cost of Sales Expense – District Store
7004	Badges & Pins
7006	Educational Materials
7008	Promotional Materials
7010	Awards Expense (Trophies, Plaques, Ribbons & Certificates)
7012	Supplies & Stationary Expense
7014	Room Rental Event Expense
7016	Meal Event Expense
7018	Decorations Expense
7020	Printing Expense
7022	Audio Visual Expense
7024	Newsletter Expense
7026	Website Expense
7028	Directory Expense
7030	Photocopying Expense
7032	Telephone Expense
7034	Conference Calls & Webinars Expense
7036	Advertising Expense
7038	Dues & Association Fee Expense
7040	Trade Show Registration Expense
7042	Outside Contractor Expense
7044	Postage & Shipping Expense
7046	Express Mail/Courier Expense
7048	Equipment Purchase Expense (Less than \$500)
7050	Depreciation Expense
7052	Maintenance & Repairs Expense
7070	Bank Charges & Credit Card Fee Expense
7072	Sales Tax Expense (incl. GST, VAT, etc)
7078	Food Expense
7080	Gifts & Thank You

Appendix B - Chart of Accounts – Revenue & Expense Accounts Only, continued

Account #	Account Name
7082	Incentives
7084	Sympathy Expense
7086	Miscellaneous Expenses
7088	Storage Expenses
7092	TI Allocation
7090	Equipment Rental