

# **CONCUR: EXPENSE REIMBURSEMENT OPERATING PROCEDURES**

## **2025 – 2026 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**

#### **Submitting Expense Claims (reimbursements)**

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.

#### **Debit Cards, Electronic Payments, Cash Advances**

- a. Checks, debit cards, electronic funds transfers or similar forms of payment may be used for District obligations.
- b. Debit cards may be used as a method of payment for District obligations. Only the District Director or District Finance Manager may use such cards. Payments made by the District Director

must be authorized in advance in writing by the District Finance Manager and Program Quality Director or Club Growth Director. Payments made by the District Finance Manager must be authorized in advance in writing by the District Director and Program Quality Director or Club Growth Director.

- c. Where payment by check or debit card is not possible, electronic funds transfer or other similar forms of payment may be used. These types of transactions may only be conducted when approved in advance by the Chief Executive Officer of Toastmasters International.
- d. Cash advances for budgeted District expenses (limit \$100 USD) may be extended so that members need not spend personal funds on behalf of the District.

All advances must have prior written approval from the District Director and District Finance Manager, or Program Quality Director or Club Growth Director and District Finance Manager if the advance is for the District Director. Receipts must be submitted to the District Finance Manager and the advance reconciled within five (5) business days.

**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.

**Geographical boundaries of District 15:**

- **Idaho:** All counties south of the panhandle starting from the southern boundary of Idaho County.
- **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 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 admission, the following will apply:

- Prepare a budget for the event. Underestimate attendance and overestimate 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. The District receives all profits from these events, whether or not admission is charged.

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 (mileage reimbursement) for the primary Director (i.e., Area Director for Area contests, Division Director for Division contests, etc.)

For the 2025–2026-year, District 15 has allocated up to \$50 for each Division Director to use to offset the approved costs for speech contests. Receipts must be submitted through Concur for reimbursement.

Not Covered:

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

### **Gifts/Tokens of Appreciation**

Expenses that are essentially personal gifts must provide no more than “incidental private benefit” and must have a reasonable relationship to activities that directly support the mission. Examples are tokens of appreciation, expressions of sympathy and modest incentives. These items are appropriate if they promote goodwill and a positive atmosphere for the delivery of the Toastmasters program but must never be lavish or excessive. Cash and cash equivalents, including but not limited to non-Toastmasters gift certificates, gift cards, or any other stored-value products, are not permitted.

The following examples are representative of non-routine expenses but are not all-inclusive.

All advances must have prior written approval from the District Director and District Finance Manager, or Program Quality Director or Club Growth Director and District Finance Manager if the advance is for the District Director. Receipts must be submitted to the District Finance Manager and the advance reconciled within five (5) business days.

Category	Limit
	<ul style="list-style-type: none"><li>• Thank You cards</li></ul>
Tokens of Appreciation	<ul style="list-style-type: none"><li>• Flowers up to \$25 USD</li><li>• Toastmasters gift certificates</li></ul>

Category	Limit
	<ul style="list-style-type: none"> <li>• Toastmasters products</li> <li>• Gifts up to \$25 USD</li> </ul>
Expressions of Sympathy	<ul style="list-style-type: none"> <li>• Sympathy cards</li> <li>• Flowers up to \$25 USD</li> <li>• Toastmasters products</li> </ul>
Incentives	<ul style="list-style-type: none"> <li>• Toastmasters gift certificates</li> <li>• Registration (i.e., Conference, TLI)</li> </ul>

#### 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 username 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 be shown 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.*

For club District Dollars expenses, include the club number in the description. Example:

- *Club microphone, club #6875*

Complete the Details section:

- Ensure descriptions are properly filled in. Comments and notes can be entered as needed.
- For District Dollars, the Account Code is "Incentives (7082) and you will need to choose a Reporting Code (See Exhibit C).
- Attach receipts for all expenditures. The dollar amount on receipts can exceed the amount requested for reimbursement. However, the Amount requested for reimbursement cannot exceed the amount of District Dollars earned or the District limit for the expense.
- For Mileage expense submit a Google map as backup documentation.
  - 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).
- Credit card statements are NOT valid receipts.
- A single expenditure of more than \$500 must have preapproval of the District Director and Program Quality Director or Club Growth Director.
- Preapproval 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 and Finance Manager.
- Submit expense claims for approval in Concur.
- If a claim is returned to you - make corrections or additions and resend for approval.
- District Dollars must be redeemed in the Toastmasters Year earned and reimbursement requested in Concur by June 1.
- Other qualifying expense reimbursements (non-District Dollars) must be submitted in Concur by June 15.
- Reimbursement requests must be made within 60 days of incurring the expense or 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: Charles Idehen, [fm@district15speaks.org](mailto:fm@district15speaks.org)
- District Director: Sameer Deshmukh, DTM, [dd@district15speaks.org](mailto: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 district leader training travel expenditures not paid by WHQ. When ridesharing, only one person submits a claim for reimbursement:</p> <ul style="list-style-type: none"> <li>• One bag, one-way up to \$35</li> <li>• Transportation <b>from airport to convention/training</b> up to \$25</li> <li>• Transportation <b>from convention/training to airport</b> up to \$25</li> </ul> <p>Division Directors (DivD) and Area Directors (AD) travel expenses to attend:</p> <ul style="list-style-type: none"> <li>• DivD/AD training provided by the District</li> <li>• Mileage is reimbursable if 50 miles round trip at current IRS charity mileage rate (currently \$0.14 per mile)</li> </ul>	<ul style="list-style-type: none"> <li>• Car rental</li> <li>• Travel from home to the airport or from airport back home</li> <li>• Travel expenses to facilitate/attend training at a club officer training session or speech contest</li> <li>• Tips</li> </ul>
Lodging - hotel accommodation, including appropriate taxes	<ul style="list-style-type: none"> <li>• Hotel lodging while attending Toastmasters district leader training at TI conventions</li> <li>• One night hotel lodging when attending District 15 Leader Training for leaders beyond 150 miles from venue</li> </ul>	Personal telephone and other hotel 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"> <li>• Reimbursement of up to \$50/day with receipts</li> </ul>	Alcohol Tips
Registrations	TI 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"> <li>• District sponsored ZOOM accounts</li> <li>• District sponsored Meetup accounts</li> </ul>	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	Courier or Express mail charges
Printing and Copying	<p>Color Printing:</p> <ul style="list-style-type: none"> <li>• District Officer business cards</li> </ul>	<ul style="list-style-type: none"> <li>• Promotional material for new clubs (<i>Ask Club Growth Director for brochures, marketing materials</i>)</li> <li>• Color printing of Area and Division contest flyers, agendas, promotional materials in color (<i>The district will only cover black &amp; white printing for these items</i>)</li> </ul>

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

Category	Covered	Not Covered
Printing and Copying	Black & White Printing: <ul style="list-style-type: none"> <li>• Flyers promoting Area and Division contests to distribute to clubs</li> <li>• Area &amp; Division Contest agendas &amp; speech contest materials (i.e., eligibility forms, tally sheets, timer sheets, contestant profiles,</li> <li>• Flyers promoting Division Club Officer Training events to distribute to clubs</li> <li>• Handouts of reports presented at DEC meetings</li> <li>• Agendas, minutes, handouts for Area Council Meetings</li> <li>• Agendas, minutes, handouts for Division Council meetings</li> <li>• Club Officer Training materials (flyers, handouts, agendas, etc.)</li> </ul>	Any items printed in color are not covered for reimbursement
Other Events and Expenses	District 15 provides awards and trophies for Area, Division and District level contests	<ul style="list-style-type: none"> <li>• New Club Charter fees</li> <li>• Club advertising</li> <li>• Area or Division website expenses</li> <li>• Area or Division event expenses, unless approved by the District Director</li> </ul>

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

<b>Account #</b>	<b>Account Name (Expense Type)</b>
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
7056	Convention Registration Fees Expense
7058	Lodging Expense
7060	Transportation – Airfare Expense
7062	Transportation – Mileage Expense
7064	Transportation – Taxi/Shuttle - Expense

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

<b>Account #</b>	<b>Account Name (Expense Type)</b>
7066	Transportation – Rail Expense
7068	Transportation – Other Expense (baggage fees)
7070	Bank Charges & Credit Card Fee Expense
7072	Sales Tax Expense (incl. GST, VAT, etc.)
7074	Gain/Loss - Realized
7076	Foreign Currency Gain/Loss - Unrealized
7078	Food Expense
7080	Gifts & Thank Yous
7082	Incentives
7084	Sympathy Expense
7086	Miscellaneous Expenses
7088	Storage Expenses
7090	Equipment Rental
7092	TI Allocation

## Appendix C: Table of Reporting Codes

150-Conferences	918-Food and Meals - IPDD
200-Fundraising	919-Food and Meals - Region Advisor
400-District Store	920-Food and Meals - International Officer
570-Recognition - Member	921-Food and Meals - Keynote Speaker
571-Recognition - Club	922-Food and Meals - Other Member
572-Recognition - Area	951-Travel - District Director
573-Recognition - Division	952-Travel - District CGD
574-Recognition - District	953-Travel - District PQD
580-Club Growth - Building New Clubs	954-Travel - District - Finance Manager
581-Club Growth - Rebuilding Clubs	955-Travel - District - PR Manager
582-Club Growth - Membership Growth	956-Travel - District - Admin Manager
583-Club Growth - Membership Retention	957-Travel - Division Director
584-Club Growth - Club Coaching	958-Travel - Area Director
585-Club Growth - Other	959-Travel - IPDG
599-Marketing - Outside of Toastmasters	960-Travel - Region Advisor
601-Public Relations	961-Travel - International President
701-ET - Distinguished Clubs	962-Travel - Keynote Speaker
702-ET - Training Club Officers	963-Travel - Other Member
703-ET - Training Division & Area Governors	970-Lodging - District Director
704-ET - Training Areas & Divisions	971-Lodging - District CGD
705-ET - Other Expense	972-Lodging - District PQD
706-ET - TLI	973-Lodging - Finance Manager
799-ET Revenue	974-Lodging - PR Officer
801-Speech Contest - Area	975-Lodging - Admin Manager
802-Speech Contest - Division	976-Lodging - Division Director
803-Speech Contest - District	977-Lodging - Area Director
900-Administration	978-Lodging - IPDD
910-Food and Meals - District Director	979-Lodging - Region Advisor
911-Food and Meals - District CGD	980-Lodging - International Officer
912-Food and Meals - District PQD	981-Lodging - Keynote Speaker
913-Food and Meals - Finance Manager	982-Lodging - Other Member
914-Food and Meals - PR Office	995-Other Expenses
915-Food and Meals - Admin Manager	
916-Food and Meals - Division Director	
917-Food and Meals - Area Director	