



District Expenses and Travel Policy.

Issued in terms of District 112 Procedure 12.7

Effective 1 July 2022

Background

District 112 recognises that service as a District Officer incurs additional, sometimes significant, out-of-pocket expenses. As a not-for-profit organisation we are obliged to ensure the wise use of the funds we have available to us as well as limit the barrier to service that an individual's personal financial circumstances may present. This document has been prepared to outline the district's approach to trying to be both fair and equitable to those who serve and the financial constraints under which the district operates. Travel is our single largest budget item, as it is for many Districts. Toastmasters International imposes a limit on the proportion that we may spend on travel compared to the other activities we engage in, in pursuit of the district's goals. Consequently, we must manage our expenses in this area very carefully.

1. General Terms Applicable to all Expense Claims.

- 1.1 All D112 Expense claims must be submitted on the current official District 112 Expense Claim Form.
- 1.2 **All details other than signatures must be typed.**
- 1.3 The Minimum claim is \$10.00 (The total claim, not individual items).
- 1.4 Itemised point-of-sale receipts are required for all reimbursements. Credit card statements and bank statements are not receipts. When no receipt is available, a detailed explanation of the expenditure is required to be considered for reimbursement. If payment is required on a third-party invoice this invoice must be included with the claim form. [DP 12.1]
- 1.5 A GST receipt is required for all expense claims over NZ\$50. The exceptions are.
 - 1.5.1 Travel by car. (The reimbursement is based on distance, not your expenditure).
A copy of the directions from Google Maps is required to support the claim. Please save it as a PDF.
 - 1.5.2 If the vendor is not registered for GST, that must be noted.
 - 1.5.3 Overseas expenditure by Senior Officers and the IPDDD which are covered under either the TI Governing Documents or the District 112 Procedures.
- 1.6 If you are going to incur expenditure greater than \$500 for a single item you must have express prior approval from the District Director. Please contact the District Finance Manager before you incur such expenditure. Claims greater than \$500 in total will require additional approval at the District level and can take longer to process.
- 1.7 All claims must be received by the District Finance Manager within 60 days of the expenditure, except that June expenditure must be received before 31st July, it not reimbursement cannot be made. [TI Protocol 8.4, District Fiscal Management, 4.L]



- 1.8 All District funds, regardless of source, belong to Toastmasters International and they are to be used strictly to carry out the Toastmasters International and District missions. [TI Policy 8.4 (2)]
- 1.9 District Funds [TI Protocol 8.4 (1)]
- 1.9.1 In order of priority, District funds are used for District and club leader training, club growth and retention, supporting clubs in their membership growth efforts, the promotion of Toastmasters International educational programs within clubs, District communications, administrative materials, awards/recognition items, District leader travel, District meetings, and speech contests conducted by the District.
- 1.9.2 District funds shall not be used for meetings and events outside the District (except those approved by TI) nor for membership payments, or club dues or fees. In addition, District funds may not be donated to any charitable fund, including the Ralph C. Smedley Memorial Fund
- 1.10 A non-exclusive list of items that may be claimed is shown in Section 5.

2. Approvals of Expense Claims:

	First Level Approval by
All Travel Expenses by District Officers	Direct to the District Finance Manager
Club & Area Marketing which has pre-approval by Trio	Direct to the District Finance Manager
Top Table Expense claims	Direct to the District Finance Manager
District Conference Expenses	First to the Conference Chair and then to District Finance Manager
Education & Training Expenses	First to the Programme Quality Director and then to District Finance Manager
Area & Division Council meetings, Area & Division Contests / conferences	First to the Division Director and then to District Finance Manager

Having considered the above approval process, email the Claim to the District Finance Manager at finance@d112tm.org.nz, who will arrange for the second level of approval.

- Attach copies of the supporting invoices and other documents to the claim. Scans are preferred over photocopies. Make sure the contents of the support is complete and legible.
- For mileage claims, attach a copy of the distance information saved from **Google maps** as a PDF.



Second Level	<ul style="list-style-type: none">i. Claims under NZ\$ 500 require approval by the District Director.ii. Claims over NZ\$500 require approval by the District Director and either the Program Quality Manager or the Club Growth Director.iii. Claims from either the District Director or District Finance Manager, require approval from either the Program Quality Director or the Club Growth Director.
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3. Payment of Approved Claims:

- 3.1 The District only makes payments into New Zealand bank Accounts. It does not pay into credit card accounts.
- 3.2 Claims are paid weekly on Monday nights.
- 3.2 Claims under NZ \$500 which are received (by the District Finance Manager) by 8pm on a Sunday will be paid on the following Monday night.
- 3.3 Claims NZ \$500 and over which are received (by the District Finance Manager) by 8pm on a Sunday will be paid on the following Monday night, if possible. However, the extra step in the approval process may mean that they get paid a week later.
- 3.4 Claims that are ineligible for reimbursement, lack proper support or lack the necessary first approval will be returned to the sender by the Finance Manager.

4 District 112 Travel Policy.

- 4.1 District Officers are expected to take reasonable steps to reduce travel costs. This includes:
 - 4.1.1 Car-pooling where appropriate (only one District Officer can claim the mileage). When travelling to another District Officer's residence for picking up, include such travel on the map and state the names of the passengers on the claim.
 - 4.1.2 Booking airfares as early as practical to get the best deal. Airfares may be claimed and reimbursed prior to the travel. If the District Officer does not attend the event, any money reimbursed in advance must be repaid to the district promptly.
- 4.2 All travel claims must show the starting point and destination (e.g., From 12 Abel Street to Auckland Domestic Airport).
- 4.3 When multiple travel options are available (e.g., private car or flying) the least expensive option/combination is reimbursed, irrespective of the means of travel used. Exceptions may be pre-approved by the District Director based on a District Officer's individual circumstances.
 - 4.3.1 The District Director may specify a maximum amount(s) reimbursable for airfares to the District Conference if such is announced at least six months prior to the conference.
- 4.4 Travel by private car is reimbursed based on the shortest distance per Google maps. The round trip must exceed 20km. The reimbursement rate is NZ\$0.50 per kilometre.



- 4.5 For Domestic travel by Air, the District will reimburse the credit card fee, travel insurance premium (recommended), and the cost of:
- 4.5.1 Air New Zealand the Seat Plus (single) bag option
 - 4.5.2 Jetstar Starter Fare Plus 20 kg checked luggage.
- However, the District will **not** reimburse:
- 4.5.3 Seat selection fees
 - 4.5.4 Flights paid for by Air points, Flybuys etc.
- 4.6 For travel by Bus or Train, the district will reimburse **the lower of** fare or the mileage as specified in Sub-clause 4.4. Officers should compare the reimbursement amount based on mileage with the cost of fare before making travel arrangements.
- 4.6.1 For visits to offshore islands the ferry fares are claimable. (Passenger only, not car)
- 4.7 Travel by Shuttle or Taxi - For those that have no alternative, other than to incur a taxi fare from the airport to District Officer Training, reimbursement of fare will be on a case-by-case basis. We suggest group-based travel in such instances and the use of a shuttle service which is more cost-effective. Please consult the District Director or District Finance Manager prior to making your travel arrangements.
- 4.8 For International Travel by the Trio to Toastmasters International Senior Officer Training the following transportation costs, not met, or reimbursed by Toastmasters International are reimbursed by the District. [TI Policy 8.3 (2)]
- 4.8.1 Entry visa-related expenses
 - 4.8.2 Airport departure fees
 - 4.8.3 International travel insurance
 - 4.8.4 Local travel to and from the TI venue and that city's airport.
- 4.9 The lowest available cost for airport parking for District Officers travel to training will be reimbursed. No other parking charges will be reimbursed unless previously approved by the District Director.

5 Notes on Specific Expense Items (subject to the above clauses).

The district will reimburse:

- 5.1 Area Directors' official visits to their assigned clubs for Rounds 1 and 2. Reimbursement is dependent on the Area Director's Visit report being lodged through District Central. The District Finance Manager will check the TI Reports dashboard, before processing such claims.
- 5.2 District Officer's travel to and from District Officer Training, held in conjunction with District Executive Meetings – Limited to one return trip (not a return trip each day).
- 5.3 Travel by members who are invited to attend a District meeting by the District Director.
- 5.4 Travel costs for one visit by a Division Director to each Area in their Division.



- 5.5 Up to the budgeted costs for Venue, Food and Photocopy costs for
 - 5.5.1 Area and Division Council meetings,
 - 5.5.2 Area and Division Contests.
 - 5.5.3 TI Workshops which the District requests to be run in the Division.
- 5.6 Division Directors will be provided with detailed budgets, including for each of their Areas.
- 5.7 International telephone and courier charges by the District Director, Programme Quality Director, Club Growth Director, and District Finance Manager.