



Daisy Wei, DTM
District Director - District 42

Travel Expenses Procedure

All travel expenses are limited to the Toastmasters International budget limits, and the District 42 procedures limits. This set of guidelines will be used to identify what expenses require prior approval as well as outline the process to approve the expenses in advance.

If there is a discrepancy between this document and District 42 policy or Toastmasters International policy, please follow the Toastmasters International policy or the District 42 procedure for a decision.

Note 1: District 42 geographical boundary includes Southern Alberta and Southern Saskatchewan only.

Pre-approval is NOT required for:

1. Area directors residing within the district boundaries are authorized to travel to each club in their area once in the fall and once in the spring for their official area visit and may submit a claim for mileage without any further permission.
2. The District Director, Program Quality Director and Club Growth Director attend Toastmasters International Leadership Training twice a year which is normally scheduled in August and January each year.
3. The District Director, Program Quality Director and Club Growth Director, who may arrive one day early to ensure attending Toastmasters International Leadership training on time unless there is more than 3 hours' time difference between home location and training location.
4. An Area Director and Division Director who attends Division Director and Area Director Leadership Training within District geographical boundaries.
5. District Executive Committee leaders who attend the annual District Council Meeting held at the Annual District Conference, if the leader travels within the District 42 geographical boundaries. .

Pre-approval from the District Director is required:

1. If a non-District leader member (i.e. assistant) conducts the club visit on behalf of the Area Director, while traveling within District 42 geographical boundaries, the non-District Leader must obtain prior approval and submit the approval email with their expense claim.
2. Any Area Director or Division Director who travels outside of District 42 geographical boundaries.
3. Any single expense over \$300 must be approved by the District Director in advance. A copy of the approval, pre-dating the event, must be included in the expense submission.
4. All other travel except Area Director club visits must be approved prior to the travel by the District Director. Trip itineraries and estimated costs must be provided for approval at least 2 weeks in advance.

Expense Reimbursement:

1. Additional meals are not reimbursed for the Annual District Conference. Note: Lunch and a banquet maybe provided during the conference included with the registration but is up to the member to pay
2. The District Director, Program Quality Director and Club Growth Director are expected to arrive for the District Conference one day in advance. The hotels for these District leaders attending the District Conference will be reimbursed if it is budgeted in the District annual budget.
3. There is no reimbursement for the cost of the District Conference registration. There is no other reimbursement other than travel as noted below, to attend the District Council meeting or the District Executive Committee meeting.
4. The travel cost to attend the Annual District Conference will be reimbursed for District leaders.
 - Carpooling is encouraged and only 1 member (the driver) is allowed to claim the expense.
 - If flying, reimbursement will be as per the mileage chart or cost of the flight, whichever is the most cost efficient (supported by receipts).
 - Mileage allowance is limited to travel within the District boundary with a maximum \$354 one way.
5. For both meals and hotels, when approved, the actual invoice must be attached to the expense claim. For mileage you must attach a copy of the mileage/KM chart to each claim.
6. Meal and lodging allowance should follow District Procedure 8.4.4. Meal and lodging allowance are available only for travel longer than 2 hours' drive one way.
7. There is no allowance or reimbursement for parking.
8. Expenses must be submitted via Concur with receipt(s). If the meal cost with receipt is less than the amount of daily meal allowance as District Procedure 8.4.4.4, the reimbursement will go with the actual cost as it is on receipt. If one does not currently have access to Concur, they will need to set up an account in order to submit a reimbursement claim. It may take 1-2 weeks to complete the set up.
9. Leaders may submit expenses on behalf of other members or leaders who have no access to Concur. However, it is an agreement between 2 individuals and the District is not responsible for any issue occurring during submission or money transfer between 2 individuals.
10. All travel expenses must be submitted with necessary receipt(s) within 30 days after returning from the trip, or but no later than 60 days after incurring the expense.

Who Approves?

1. Club Growth Director approves additional travel for support of club growth activities including:
 - Club Coaches, who may be approved for their first club visit and their last club visit – they have or will have contacted every Club Coach who is authorized for this travel.
 - Club Mentors or Sponsors
 - Any other Club Growth travel requests, i.e. new club opportunities
2. Program Quality Director will approve any additional travel for education or training, including:
 - Pathways support sessions, training sessions or club visits.
 - Contests – to attend club, area or division contests.
 - Club Officer Training, trainers, Area and Division Director travel to attend training, etc.
 - Any other Education and Training travel requests i.e. workshops.

3. The District Director will approve all other travel requests, i.e. Club Anniversaries, Division Meetings, etc.
4. The Finance Manager will be included in all travel requests and has authority to decline any of the travel requests due to budget limitations.
5. The District Executive (Trio) listed above will include the appropriate Division Director on the approval email (if they are not the ones sending the request).
6. Any 2 out of 3 of the District Director, Program Quality Director and Club Growth Director in addition to the Finance Manager will need to approve any District Executive travel.
7. A District Executive may not approve their own reimbursement.

What to include in the travel request?

A Pre-approval request needs to be in writing (email), at least 2 weeks prior to the travel and include:

- Date of Travel.
- Reason for Travel.
- Who will be submitting the Expense claim in Concur.
- Travel from and to by location, mileage and cost (use mileage/km chart for limits), include any lodging costs and food costs as per District Procedures or Toastmasters International Policy.
- The cost of alcohol will not be reimbursed.
- Once you receive an approval response email, save it as a PDF file and attach it along with receipt for expense claim in Concur. One travel request with multiple trips is allowed.