

DISTRICT 90 HOW AND WHAT TO CLAIM AS A DIVISION DIRECTOR

GENERAL

As a Division Director, you will be provided with some financial assistance to meet expenses incurred while performing your duties. All details are confirmed annually by the Finance Committee. In special cases, the District Director has discretion to approve items outside the norm. The guidelines below are for the 2016-2017 toastmaster year.

HOW TO CLAIM

You must complete the approved claim form (available from the District 90 website under [District Officer Resources – Finance Corner](#)), sign it and send it to the Claims Officer. **An unsigned claim form will not be processed.**

To download Claim Form - click here -> [\(PDF\) Claim Form](#)

Calculate trip distance using Whereis - click here -> www.whereis.com or www.googlemaps.com

To download Travel Form - click here-> [\(Excel\) Travel Form](#)

You must provide appropriate supporting documentation such as:

- A Whereis or Google Maps reference from the internet to calculate each of your trip distances for accurate reporting,

For example –Dee Why Beach to Argenton –

via Pacific Motorway **1 h 54 min**

146 km

1 h 48 min without traffic ·

- A District 90 Travel Form to itemise and automatically calculate your travel claim amounts (date and purpose of trip and distance, tolls, bus/train fares),
- Receipts for accommodation. **You must have prior approval from the District Director for accommodation and your maximum claim is \$120 per night.**

Documents can be sent to the claims officer as follows:

- Scan (preferably to a PDF document) and e-mail to claims@d90toastmasters.org.au (this e-mail address stays the same no matter who the incumbent is)
- Hand to the Claims Officers at a DEC or other meeting/event
- Mail

WHEN TO CLAIM

Reimbursement request must be made within 60 days from the date of the expense. (If the amount is small (<\$200), you can claim quarterly, bi-annually or annually.) It is critical that claims up to the end of June be claimed promptly and within the first 10 days of July.

Claims received after 31 July (for the prior year) will not be processed.

WHAT TO CLAIM

1. TRAVEL

You can claim motor vehicle travel expenses at the rate of 20c per kilometre for trips that exceed 100kms return. The following travel is automatically approved:

- Area Council Meetings in your Division
- The District 90 Semi-Annual Conference
- The District 90 Annual Conferences
- District Management Meetings
- District Executive Committee meetings
- Area contests in your Division
- Your own Division Contest
- The annual District Leadership Training Day (usually in June)

Public transport is fully reimbursable.

Parking fees are not claimable unless prior approval is given by the District Director.

Tolls, which are not otherwise refunded by Government or your employer, are reimbursable.

Flights can be approved with the **explicit prior written approval of the District Director**. Where the cost of a flight would be less than the motor vehicle allowance, you will be reimbursed the lesser of the two. A copy of the tax invoice/receipt for flights **must** be attached with the claim form.

You must list the journeys taken and the distance (or public transport fare) on the Travel Form. Please use the Travel Form available from on the District 90 website to itemise and automatically calculate your travel claim and attach it to your claim form (also available on the District 90 website).

2. OTHER CLAIMABLE ITEMS

With **explicit prior written approval of the District Director**, you can claim overnight accommodation for mandatory trips where the one way trip exceeds 150 kms or the driving conditions are hazardous. When seeking prior approval, provide the estimated cost. A copy of the tax invoice/receipt must be attached with the claim form.

DISTRICT 90 HOW AND WHAT TO CLAIM AS A DIVISION DIRECTOR

ITEMS THAT ARE NEVER CLAIMABLE

The following items are never claimable:

- Meals and refreshments
- Photocopying (this should be done by the Administration Officer)
- Stationery
- Printer inks/toners
- Taxi fares

SUBMITTING CLAIM FORMS

- Ensure you have attached all required evidence and signed the claim form.
- Forward your completed claim form to the Claims Officer for processing.

The Finance Manager is happy to help facilitate approval from the District Director for special items. Both the Finance Manager and the District Director are also happy to answer any questions or concerns you have. If in doubt, please ask!

FM@d90toastmasters.org.au

Reviewed 10 July 2016