



District 13 Toastmasters

Expense Reimbursement / Concur SOP

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As a member of District 13 Toastmasters, members may be eligible for reimbursement of certain expenses, including mileage reimbursement from the District for leadership club visit(s).

EXPENSE REPORT SUBMISSION GUIDELINES:

- All expenses other than mileage for club visits **MUST** receive prior approval by the District Director
- The approval email must be attached to the request for reimbursement.
- Expense reports without the required receipts or approvals will be denied
- Receipts must be submitted within 30 days from the date of the expense to be considered reimbursable
- All submitted reports must use the required naming convention as noted below
- Receipts must be attached separately to each expense
 - Upload receipts on a computer or download the Concur app and upload using the app
- Each expense must be submitted as a separate line item within the expense report
- Choose the best Expense Type and Reporting Code from the available list
 - The Finance Manager (FM) or District Director (DD) can change these codes if they believe an expense is classified incorrectly
- Once submitted, the Finance Manager (FM) will review and approve
- Once approved by the FM, the report will be passed to the District Director (DD) for Final Approval. When the DD is the report submitter, the Program Quality Director (PQD) provides the Final Approval
- The FM confirms the expense reports use the naming convention, are coded correctly, and all expenses match the receipts and dates
- Expense reports will be reviewed within 48 hours of receipt
- If there is any issue with an expense, the FM will send the report back to the user for revision. Any issues will be noted in the comments section
- FM and DD cannot change expense report amounts
- WHQ processes expense reports by 3:00 pm MT Tuesday if dually approved by the FM and DD
- If an expense report is dually approved and processed before the deadline, funds will be provided on Friday of the same week
- Expenses must be submitted no later than 5 days before end of month - exceptions would be expenses incurred the last 5 days of the month

MILEAGE REIMBURSEMENT FOR CLUB VISITS:

- May be submitted without prior approval
- You must travel a minimum of **40 miles round trip** from your home address to receive mileage reimbursement.
- Mileage will be reimbursed at the rate of \$0.14 per mile
- You must attach a Google Map showing the mileage from your home address to the club meeting location to your reimbursement request
- In the comment box you must enter detailed comments such as the Club name you visited and the date
- Related tolls will be reimbursed with receipts
- Receipts must be uploaded separately for each expense

CONCUR SETUP:

All reimbursements for travel and other expenses approved by the District Director will be paid through Concur.

District 13 Toastmasters uses Concur for expense report processing and no longer will provide direct checks for reimbursement of expenses.

Prior to requesting reimbursement, members must be added to the Concur system.

- To request addition to Concur, members will need to provide the District Director with their legal first and last name, eight-digit member number, and email address.
- DD enters the information into the Concur User Template and emails it to WHQ, which initiates the request for changes to the Concur users on file for the District
- New users are uploaded by WHQ every Wednesday and will be live on Friday of the same week
- Log into Concur and choose to receive your reimbursement as a direct deposit or a mailed check
- Users must choose one of the options in order to enter an expense report
- If a user chooses to receive reimbursement as a direct deposit:
 - Enter your banking information (including routing and accounting number) ASAP
 - It takes up to 4 business days for Concur to confirm your bank account with a \$0.01 deposit
 - This is one-time unless you change your banking information in Concur.
- If a user chooses to receive reimbursement as a mailed check:
 - Checks are cut once a month and it can take six weeks to receive
- WHQ processes expense reports by 3:00 pm MT Tuesday if dually approved by the FM and DD
- If an expense report is dually approved (by both the Finance Manager and District Director) and processed before the deadline, funds will be provided on Friday of the same week.

In addition, a Concur Training PDF file can be downloaded from the District Website which contains step-by-step instructions, to assist you: [Resources – District Leadership – Toastmasters District 13 \(d13tm.com\)](#)

Website: <https://www.concursolutions.com/>

Username: 01234567@toastmasters.org (Note: The first part is your Toastmasters ID in 8 digits)

Initial Password: Welcome (Note: You will be prompted to change your password)

**The exception to the timeframes above is holidays and unexpected events.*

EXPENSE REPORT NAMING CONVENTION:

Each expense report name must include the items noted in the order shown, separated by a dash

Role Code

Name (first initial of first name and last name)

Expense Purpose

Month (3 letter / All Caps)

4-Digit Year

Role Codes:

District Director DD

Program Quality Director PQD

Club Growth Director CGD

Public Relations Manager PRM

Finance Manager FM

Administration Manager AM

Logistics Manager LM

Division A Director DAD

Division B Director DBD

Division C Director DCD

Division D Director DDD

Area Director A##D (## = your Area number)

Pathways Guide PG

Member MBR

Examples:

DD-BJohnson-Training-AUG2021

A35D-SHenderson-ClubVisit-SEP2021