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District Director 2022-23
District 13 Toastmasters
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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) under $250.00 must receive prior approval by the District Director
- All expenses (other than mileage for club visits) $250.00 and above must receive prior approval by the Trio
- All approvals MUST be obtained prior to incurring the expense. If approval is not obtained prior to the date on the receipt, it will be at the DD and FM's discretion to determine if the expense will be approved.
- The approval email(s) must be scanned with the receipt and 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 for each month 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:

- Mileage / toll 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 GPS mapping verification (such as Google / Waze / Apple) 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 if submitted with appropriate receipts (this would be a toll receipt, an EZ pass or similar statement / transaction entry, or a toll-by-plate statement with proof of payment)
- 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 unless approved by the Trio and FM.

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 or PQD) and processed before the deadline, funds will be provided on Friday of the same week.

In addition, Concur training is available on the Toastmasters International website (logon is required).

Concur 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)

Holidays and unexpected events may alter any timeframes noted

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	Division A Director DAD
Program Quality Director PQD	Division B Director DBD
Club Growth Director CGD	Division C Director DCD
Public Relations Manager PRM	Division D Director DDD
Finance Manager FM	Area Director A##D (## = your Area number)
Administration Manager AM	Pathways Guide PG
Logistics Manager LM	Member MBR

Examples:

DD-SScott-Training-AUG2022
A35D-LRegas-ClubVisit-SEP2022