

1. August 2016

Subject: Guidelines for online expense claims submissions

Dear District Officers:

In submitting expense claims using the online form, please remember the guiding principle of one receipt (invoice) per line item. If your claim involves any calculations, please include a cover sheet clearly explaining and showing these calculations. To facilitate inspection, please circle the items on the receipt that are included in your expense claim. The more clear and immediately obvious your documentation, the quicker the authorization and audit work will proceed ... and the quicker you will be reimbursed. Division – and Area Directors please note: Area Director's expenses must be checked and authorized by the Division Director prior submitting the request. Email message showing the authorization must be attached to the request.

Regarding expenses from a single Toastmaster event, you may bundle like natured receipts into a single line item submission. For example, you might bundle multiple receipts for refreshments, but please do not bundle items that are obviously different accounting categories. To facilitate audit of bundled expenses, please include a summary page itemizing the receipts, their amounts and dates, as well as showing your accounting calculations and explaining the purpose.

Regarding receipts, TI protocol [8.4.4.H](#) requires itemized point-of-sale receipts for all reimbursements. Bank transfers and credit card statements are not receipts though you are encouraged to include them as supporting documentation. Mileage reimbursements are the only exception to this rule.

For mileage claims, TI protocol [8.4.4.H](#) requires documentation consisting of the travel date, distance and travel purpose. As documentation of purpose, please upload eg. the meeting agenda for club coach visits or the [official club visit report](#) that Area Directors submit to TMI. The upload of a map is not necessary. Instead, the submission form includes a Google maps tool for entering the start (home) address and mileage destination.

Regarding travel expenses greater than 0.17 € / km and *any* expense greater than \$500 USD (TMI protocol [8.4.4.G](#)), pre-authorization in writing by the district director is required. It is your responsibility to coordinate this written authorization prior to making the expense.

Regarding expenses involving foreign exchange (FX) i.e. currencies other than the Euro, **please submit your expense claim using the currency of the receipt**. Do not make calculations into Euro unless you can provide some documentation of the FX you experienced, eg. by including a credit card statement. In such cases explain your calculation and include the document that pegs the FX rate you experienced.

Regarding the document format for upload of receipts, PDF is best. For e-mailed receipts eg. for travel reservations, print to PDF using [Acrobat/Pdf24/ PdfForge](#) or alternatively, most scanners and smart-phone apps (eg. [CamScanner](#)) produce PDF by default. Avoid uploading GIF/JPG/TIFF images and Microsoft Office document formats. And please: **No ZIP archives or password protected files!** For free online tools to merge multiple documents into a single PDF see: [SmallPDF.com/merge-pdf](#).

If you have doubts or questions, do not hesitate to [send mail](#) and ask.

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