

## ***Additional info – Reimbursement Requests***

### **For Division Director**

#### **Division Events:**

*TLI expense:* budget approved in advance. The documents needed for Reimbursement:

- A list of the attendees
- Invoice or receipt of payment of the total amount
- Simple budget calculation entrance fee per person, number of people attending – expenses
- TLI/COT program

*Division Conference expense:* budget approved in advance. The documents needed for Reimbursement:

- A list of the attendees
- Invoice or receipt of payment of the room rental and meal expense
- Trophies, certificates and gifts: receipt or proof of payment (only the trophies ordered from TMI can be reimbursed)
- Simple budget calculation entrance fee per person, number of people attending – expenses

#### **Division Travel expenses**

*September and February DECM*

- Receipt or invoice: airplane, train or bus ticket (reimbursed up to 0,17 € per km)
- Hotel invoice (if lodged outside the DECM venue or in a single room – reimbursed up to 40 €/night max 2 nights)

*Other Travel expense (approved and included in Division budget)*

- Purpose of the travel
- Receipt or invoice: airplane, train or bus ticket (reimbursed up to 0,17 € per km)

#### **Marketing**

*Corporate Summit expense:* budget approved in advance. The documents needed for Reimbursement:

- A list of invited people (company and title)
- A list of the attendees (company and title)
- Invoice or receipt of payment of the total amount, including meals and gifts
- Simple budget calculation: entrance fee per person, number of people attending – expenses
- Corporate Summit program

#### **Area Director all expenses**

**All expenses of the Area Directors should be approved by the Division Director. Proposal: ask preapproval from Division Director and include the e-mail to the RR as attachment.**

#### **Area events**

*COT expense:* budget approved in advance by Division Director. The documents needed for Reimbursement:

- A list of the attendees
- Invoice or receipt of payment of the total amount
- Simple budget calculation entrance fee per person, number of people attending & expenses
- COT program

*Area Conference expense:* budget approved in advance by Division Director. The documents needed for Reimbursement:

- A list of the attendees
- Invoice or receipt of payment of the room rental
- Trophies, certificates and gifts: receipt or proof of payment (only the trophies ordered from TMI can be reimbursed)
- Simple budget calculation entrance fee per person, number of people attending – expenses

### **Marketing**

*Demonstration meeting expense.* The documents needed for Reimbursement:

- A demonstration meeting announcement or invitation
- Marketing material invoice or receipt

### **Area Travel expense**

*Area Directors Club visit*

- Club address -> RR tool calculates the distance automatically
- Attachment: Toastmasters Online Submission email (PDF file of the club visit report)

*September and February DECM*

- Receipt: airplane, train or bus ticket (reimbursed up to 0,17 € per km)
- Hotel invoice (if lodged outside of DECM venue or in a single room – reimbursed up to 40 €/night - max 2 nights)

*Club coach travel expense*

- Club address
- Attachment: Club Coach Trouble Shooting Guide for the first visit:  
<http://www.toastmasters.org/~media/F55DBD3E7D4D4EF8B7F10FF07347DAFA.ashx>
- Action plan signed by Club Officers for the second visit
- Progress report for the following visits

*Club building- Demonstration meeting travel expense*

- Demonstration meeting address
- Attachment: demonstration meeting promotional material

*Other Travel expense (approved and included in Division budget)*

- Purpose of the travel
- Receipt: airplane, train or bus ticket (reimbursed up to 0,17 € per km)