



District 106 Reimbursement Guidelines (2019-2020)

I. General Guidelines

- Any expense over \$100 for any single item or event, not covered in the approved budget, **must** be approved in writing by the District Director prior to the purchase.
- Districts do not reimburse any individuals other than the District Director, Program Quality Director, and Club Growth Director for travel outside the district.
- Requests for reimbursements should be submitted via the Concur system no later than the end of the month after the expense date. The District Director must approve all claims for reimbursement.
- Receipts must accompany all requests for reimbursements, except mileage.
- Mileage reimbursement is based on a rate of \$0.58 or trips in excess of 25 miles. This may be revised mid-year.
- For mileage reimbursement, only travel over 25 miles round trip qualifies for reimbursement. Please include a picture/screen shot of Google Map (or similar app) showing addresses of the home address and destination along with the mileage. Show the math for the reimbursement total in the comment section in Concur. For example, 150 miles – 25 miles = 125 miles X \$0.58 = \$72.50.
- The annual limit on mileage is \$350, unless given prior approval from the District Director.
- A person riding with another person receiving mileage reimbursement cannot also request mileage reimbursement.
- District Executive Committee (DEC) Meeting – The District will reimburse participant in Area/Division Director training for not more than \$125.00 for one night's hotel for participants who need to travel over 350 miles (round trip).
- The District Director **must** approve travel that requires overnight accommodation in advance.
- District 106 will order and cover costs for contest trophies and TMOY awards.
- If you have any questions, please contact the District Director, Dave Gibson at ddirector@d106tm.org, or the District Finance Manager, Sharon Haeg at D106financemanager@gmail.com.



II. Area Directors

A. Travel - Mileage

- Travel is assumed to be within your own Area or Division (for Division events). Travel to other Areas or Divisions won't be reimbursed without prior approval from the District Director. The first 25 miles (round trip) are not reimbursable.
- Mileage applies to the activities below:
 1. Area Director Training & District Executive Council (DEC) Meetings
 2. Demo Meetings – One trip per prospective club
 3. Conducting official club visits. If an Area Director feels more than two visits per year are warranted, the Area Director should justify costs.
 4. Area and Division council meetings – For your Area/Division only
 5. Area speech contests – For your Area only
 6. Area Club Officer Training – For your Area only
 7. Attendance at a charter ceremony – As long as you are not a charter member
- Mileage doesn't apply to the activities below:
 1. Travel to visit a club where you are a member
 2. Travel to visit a chartered club (unless it is for a charter ceremony). If an official district visit for retention is required, this must be approved by the District Director in advance.
 3. Travel to TLLs (unless you are a trainer), Annual conference, TI conventions, or other area contests.

B. Administration

- Area Directors have a maximum annual limit of \$60 for administration items, such as photocopies, stamps, and water and light snacks for events.



IV. Division Directors

A. Travel - Mileage

- Travel is assumed to be within your own Division. Travel to other Divisions won't be reimbursed without prior approval from the District Director. The first 25 miles (round trip) are not reimbursable.
- Mileage applies to the activities below:
 1. Division Director Training/District Executive Council (DEC) Meetings
 2. Demo Meetings – One trip per prospective club
 3. Conducting official club visits. If a Division Director feels a visit is warranted, the Division Director should justify costs.
 4. Division council meetings – For your Division only
 5. Division speech contests – For your Division and Areas only
 6. Division Club Officer Training – For your Division only
 7. Division Director Chats
 8. Attendance at a charter ceremony – As long as you are not a charter member
- Mileage doesn't apply to the activities below:
 1. Travel to visit a club where you are a member
 2. Travel to visit a chartered club (unless it is for a charter ceremony). If an official district visit for retention is required, this must be approved by the District Director in advance.
 3. Travel to TLI (unless you are a trainer), Spring/Fall conferences, TI conventions, or other area contests.

B. Administration

- Division Directors have a maximum annual limit of \$75 for administration items, such as photocopies, stamps, and water and light snacks for events.

C. Other events

- The food / venue budgets for each Club Officer Training is \$100 in Division A, \$120 in Divisions B through F
- The food / venue budget per Division Director chat is \$100.