

## DISTRICT 78 FREQUENTLY ASKED QUESTIONS

### The Treas' Says

#### Frequently asked questions of the Toastmasters District 78 Treasurer

**Q: Where can I find the reimbursement form?**

A: On the D78 website, under Member Information – Forms – *Reimbursement Voucher Form*

**Q: When can I claim reimbursement for my expenses?**

A: You can send reimbursement forms to the District Governor at any time. Submit them within 30 days (no later than 6 weeks) of incurring your expenses so we can know promptly what our expenses are. *We can not guarantee reimbursement after 6 weeks.*

**Q: Do I need to attach my receipts to my reimbursement form?**

A: **Absolutely!** Your bills and receipts must be attached to the form to qualify for reimbursement.

**Q: Can I be reimbursed for mileage?**

A: Yes. This mileage reimbursement will be based on a rate of \$.18 per mile. Only trips in excess of 20 miles (40 miles round trip) will be reimbursed. Acceptable trips include required club visits by Area Governors, officer training sessions and conferences/conventions.

**Q: Can I be reimbursed mileage to visit my home club?**

A: No. You are expected to be attending regular meetings at your club. This is not considered a special visit.

**Q: Can I be reimbursed for expenses related to officer training?**

A: Yes; this year, the District budgeted \$1,500 for club officer training. This comes out to approximately \$14 per club, for the year. (If your Area has four clubs you can be reimbursed approximately \$56, five clubs \$70, and so on). *Expenditures must be approved in advance and reimbursement can only be claimed for printing/photocopying and room rental fees.*

**Q: When I submit for reimbursement, how soon will I be paid?**

A: The Treasurer and the District Governor get together approximately once every two weeks to sign checks. Depending on the timing of sending your reimbursement claim to the District Governor, you could receive your check within 2 days to 3 weeks.