

District 38 Expense Voucher

Version 2.0 July 2009

Requested by:		<i>Mail completed voucher to:</i> Jo Stante District 38 Treasurer PO Box 2043 Vincentown, NJ 08088	Internal Use Ref
Address:			
City, State:			Check No.
ZIP:			
Date:		See following page for Policy and Directions	
Signature:			
Expenses	Amount	Description	Budget Line Item
A. Marketing (Club Extension)		Include Travel from other Side	Section A
Building New Clubs			A1
Membership Growth			A2
Club Coaches			A3
Rebuilding			A4
Recognition			A5
Other			A6
B. Communications & PR		Include Travel from other Side	Section B
District Newsletter			B1
Web Page			B2
Directory			B3
Postage			B4
Other			B5
C. Education and Training		Include Travel from other Side	Section C
Distinguished Clubs			C1
Training Club Officers			C2
Training Division & Area Governors			C3
Distinguished Areas & Divisions			C4
Other			C5
D. Speech Contests		Include Travel from other Side	Section D
Awards & Certificates			D1
Other			D2
E. Administration		Include Travel from other Side	Section E
Stationery			E1
Phone			E2
Postage			E3
Website			E4
Other			E5
F. Travel		Include Travel from other Side	Section F
Within District			
District Governor/Lt. Governors			F1a
Division Governors			F1b
Area Governors			F1c
Mid Year Training (DG & LGS)			
Transportation			F2a
Accommodation/Registration			F2b
Regional Conference Transportation/Registration/Accommodation			
District Governor Elect			F3a
Lt. Governor Elect			F3b
Current District Governor			F3c
District Treasurer			F3d
District Public Relations Officer			F3e
Reimbursement from WHQ			F3f
International Convention Transportation/Registration/Accommodation			
District Governor			F4a
Lt. Governor Education & Training			F4b
Lt. Governor Marketing			F4c
Immediate Past District Governor			F4d
Reimbursement from WHQ			F4e

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G. Other	Include Travel from other Side	Section G
Equipment Purchase		Ga
Miscellaneous		Gb
Amount Total (All Sections):		
Mileage Report:		
Name:	Purpose:	
Position: (Please circle)	Governor - Lt. Governor - Division Governor - Area Governor - Other	
Date(s)	Miles	Tolls
		\$Mileage+Tolls
Mileage-Toll Totals:		
Address From:		
Address To:		
GRAND TOTAL TO BE REMITTED:		
Check Made Payable to:		
Mailing Address for Check:		
Approval		
District 38 Governor:		Date:
Processed by Treasurer:		Date:
Exceptions For Non-payment:		
Date Mailed:		
POLICY		
Toastmasters is a non-profit organization with limited funds. As a result, the District Governor has the authority to limit funds when these exceed guidelines or budget categories.		
Expenses can only be paid to the extent that the District can afford to pay them.		
Expenses exceeding \$100 must be APPROVED FIRST by the District Governor.		
To be reimbursed:		
Expenses should be submitted within 30 days		
Expenses must be submitted within the same TI year in which they were incurred		
Expenses must be submitted using this voucher which must be complete and signed		
Receipts for all expenses, except as specifically excluded, must be attached.		
TRAVEL: Travel expenses will be reimbursed at \$0.32 per miles.		
EZ Pass and tolls do not require receipts if less than \$10		
Area governors will be reimbursed for travel (mileage) expenses for two (2) club visits per club.		
OTHER: Most costs associated with Area and Division contests are not reimbursable.		
Charging a "Registration Fee" to help cover costs is recommended.		
Expenses submitted for a prior TI calendar year will be excluded		