

## **District 69 Travel Fund**

### **Procedures and Practices**

#### **1. District 69 Travel Fund – Goals**

##### **Procedure**

- 1.1 That District 69 operate a District 69 Travel Fund whose income will be based on voluntary donations received from the Clubs in District 69.
- 1.2 That the purpose of the District 69 Travel Fund will be to finance the travel expenses for the contestants in the following District Speech Contests: International Speech, Humorous Speech, Evaluation, and Table Topics.
- 1.3 That a further purpose of the District 69 Travel Fund will be to finance the Convention registration and accommodation expenses (as detailed in Section 4.2) for the District 69 International Speech Contestant for the International Convention.

##### **Practice**

- 1.1(a) All clubs in District 69 be encouraged to donate an amount of \$1.00 per member semi-annually (in April and October each year) to the District 69 Travel Fund.
- 1.1(b) All Area and Division Governors are requested to encourage Clubs to participate in the District 69 Travel Fund.

#### **2. District 69 Travel Fund – Operation of Fund**

##### **Procedure**

- 2.1 That the District Treasurer will administer the District 69 Travel Fund as a separate account.

##### **Practice**

- 2.1(a) The District 69 Travel Fund is to be operated by the District Treasurer.
- 2.1(b) The District 69 Travel Fund is to be operated separately from any District general revenue account with the funds being lodged with a Bank/Building Society/Credit Union account.
- 2.1(c) The District Treasurer will be responsible for signing all cheques for payments from the District 69 Travel Fund together with any one of the following District 69 officers: District Governor or Lt Governor Education & Training or Lt Governor Marketing.
- 2.1(d) Prior to Convention all District contestants shall be sent a copy of these Procedures and Practices together with a claim form.

#### **3. District 69 Speech Contests – Payments to Contestants**

##### **Procedure**

- 3.1 That the District Treasurer will be responsible for checking all claims and making payments from the District 69 Travel Fund.
- 3.2 That District places the onus of assistance on the Clubs in that the assistance provided should depend on how well the Clubs support the District 69 Travel Fund and that payment from the Travel Fund made to any Contestant will be in proportion to the number of donations made by the Contestant's Club to the Travel Fund over the previous four (4) semi-annual periods.

**Practice**

- 3.1(a) Only financial members of contributing Clubs are entitled to reimbursement from the account.
- 3.1(b) The amount of reimbursement to Contestants is limited to the amount held in the District 69 Travel Fund.
- 3.1(c) Any funds not distributed in any one year are to be carried forward to the following year.
- 3.1(d) When contestants are in more than one District contest final in any one year, they would be entitled to claim as if in one contest only.
- 3.1(e) All claims on the Travel Fund are to be presented to the District Treasurer or nominee prior to the close of the District Convention.
- 3.1(f) Where a Club sponsors a Contestant to District Convention, and has donated to the Travel Fund, that Club will be entitled to receive proportionate reimbursement, based on the contributions over the previous four (4) semi-annual periods. The Club will be responsible for submitting the claim and providing necessary documentary evidence.
- 3.1(g) The percentage reimbursement of travel costs is determined by:
  - 1. The total amount in the Fund; and
  - 2. The number of donations made over the previous four (4) semi-annual periods by the relevant Club.
- 3.1(h) Reimbursement will be calculated on the lowest cost of.
  - 1. Economy airfares (where applicable); or
  - 2. Cheapest means of available public transport, or
  - 3. Petrol costs for private travel at the rate of 25 cents per kilometre.
- 3.1(i) Claims must be made prior to the close of Convention.
- 3.1(j) Method of claiming:
  - 1. Documentary evidence of travel costs incurred must be submitted to the District Treasurer or nominee prior to any payment from the Fund.
  - 2. Claim forms will be provided prior to Convention.
  - 3. All claims should be presented to the District Treasurer or nominee prior to the close of Convention.
  - 4. No claim will be accepted after that date.
- 3.2(a) The payment from the District 69 Travel Fund made to any Contestant will be in proportion to the number of donations made by the Contestant's Club to the Travel Fund over the previous four (4) semi-annual periods.
- 3.3 In the event that a District contestant moves out of the geographic boundaries of the Division which he or she is representing (or outside the geographic boundaries of the District), reimbursement for travel shall be based on either the residence of the contestant at the time of the Club contest or the contestant's current residence, whichever is the lesser.
- 3.4 That for the period 1 May 2013 to 31 May 2015 Toastmasters Clubs in PNG be granted an exemption from Practices 3.1(a), 3.1(f) and 3.2(a) of the District 69 Travel Fund Procedures and Practices to allow payments for travel expenses for Toastmasters from PNG clubs who compete in D69 speech contests. (4 May 2013)

## 4. International Convention – Payments to International Speech Contestant

### Procedure

- 4.1 That the District Travel Fund be used to meet the following expense for the District 69 International Speech Contest winner to attend the Toastmasters International Convention: International Convention registration and six nights accommodation.
- 4.2 That District places the onus of assistance on the Clubs in that the assistance provided should depend on how well the Clubs support the District 69 Travel Fund and that payment from the Travel Fund made to any Contestant will be in proportion to the number of donations made by the Contestant's Club to the Travel Fund over the previous four (4) semi-annual periods.

### Practice

- 4.1(a) The District Treasurer will pay from the District 69 Travel Fund to reimburse the cost of the International Convention registration and six nights accommodation upon receiving a claim.
- 4.2(a) The payment from the District 69 Travel Fund made to the International Speech Contestant will be in proportion to the number of donations made by the Contestant's Club to the Travel Fund over the previous four (4) semi-annual periods.

## 5. Audit

### Procedure

- 5.1 That the District 69 Travel Fund be audited after 30 June each year by the honorary District Auditor.

### Practice

- 5.1(a) That the District Treasurer shall provide a detailed annual statement of income and expenditure and the auditor's report on the District 69 Travel Fund to all Clubs after 30 June each year.

### ADOPTION AND AMENDMENT DETAILS

No	Date	Meeting	Details
1	13 November 2005.	District 69 Semi-annual Council meeting - Toowoomba	Adopted
2	12 November 2006	District 69 Semi-annual Council Meeting - Cairns	Amended
3	4 May 2008	District 69 Council Meeting – Surfers Paradise	Amended
4	4 May 2013	District 69 Council Meeting – Tweed Heads	Amended