



Expense Claim Forms Guidelines for Area, Divisions and District in 2020/2021

We understand that certain expenses are required to be spent to fulfill your responsibility as District Leaders.

To ease the financial burden, District reimburses those expenses.

To streamline the process of reimbursement, please see below guidelines.

1. Submit your reimbursement with this official form - <https://app.box.com/s/4vp93sgpbhjqw4lyz19nnrg8ajhmp6vb>. No other forms will be accepted.
2. Submit the form to finance@toastmastersd69.org
3. Claims are to be submitted within 15 days, after the end of the month in which the expense is incurred.
Eg 1. You completed an area visit on October 15. Claims are to be submitted by November 15.
Eg 2. Your Divisions Speech Contests are held on February 1. Claims are to be submitted by March 15.
Late submission of claim forms may experience delays in receiving reimbursements.
4. The only exception to Point 3 is expenses incurred in June 2021. It is recommended to submit your claims for June expenses by 30 June 2021.
5. Reimbursements will be done within 7 business days after the closing date of submission, which is the 15th of each month.
6. Each expense MUST be accompanied with a relevant receipt, showing purchase date, amount, and the item name.
7. Each travel claim MUST be accompanied with a screenshot showing the distance in kilometres.
8. The reimbursement rate for travels are at the discretion of the District and may be subjected to change.
9. The current rate is 14 cents per km and is subject to review by District.

By Ying Chin (District Finance Manager)