

# DISTRICT 11 TOASTMASTERS

## 2007 – 2008 REIMBURSEMENT CLAIM FORM

Mailing Address _____	Date _____
Name _____	<input type="checkbox"/> Area Governor _____
Address _____	<input type="checkbox"/> Division Governor _____
City/State/Zip _____	<input type="checkbox"/> Other _____

Reimbursement for any expense on behalf of the District MUST use this form. Please attach receipts to this form and mail to the District Treasurer.

Cheryl Bilsland  
6510 Hunters Ridge North  
Zionsville, IN 46077

Reimbursement requests must be submitted by the 15<sup>th</sup> of the month in the new Toastmaster quarter.

Quarter	Expense Occurred In	Submit By
Q1	July – September	October 15
Q2	October – December	January 15
Q3	January – March	April 15
Q4	April – June	July 15

Reimbursement requests will be processed and paid within 30 days of receipt.

**Subject to approval by the District Governor.**  
A Division/Area Governor will be reimbursed for actual expenses not exceeding the approved budget. The reimbursement to a Division/Area Governor must meet the following conditions:

- A)** It shall not exceed \$1.50 per Area/Division Toastmaster Member.
- B)** It is limited to travel to and from Club/Area/Division and District functions as part of your official duties at the rate of \$.25 per mile.
- C)** It includes reasonable telephone, postage, printing, and supply expenses incurred while performing duties of your office.
- D)** It is submitted by the 15<sup>th</sup> of the month in the new Toastmaster quarter.

Approved by _____	Date _____
Ron Kirchgessner, DTM, District 11 Governor	

Expense	Amount	Description	Date
Postage	\$ _____	_____	_____
Phone	\$ _____	_____	_____
Travel	\$ _____	_____	_____
Supplies	\$ _____	_____	_____
Printing	\$ _____	_____	_____
Other	\$ _____	_____	_____
Total	\$ _____		

**Reminder: All events such as speech contests and training must be self-supporting!**

Date	Destination	Purpose	Miles (Roundtrip)	District Event*
_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>

\*Valid District Events are DEC, TLI and District 11 Conferences