

District 38 Expense Voucher

Version 3.0 September 2010

Requested by:		<i>Mail completed voucher to:</i> Susan Howell 416 Eshelman St. Highspire, PA 17034-1525	Internal Use Ref
Address:			
City, State:			Check No.
ZIP:			
Date:			
Signature:		See following page for Policy and Directions	
Expenses	Amount	Description	Budget Line Item
Marketing (Club Extension)		Include Travel from other Side	
Building New Clubs			705
Membership Growth			710
Club Coaches			715
Rebuilding			720
Recognition			725
Other			730
Communications & PR		Include Travel from other Side	
District Newsletter			735
Web Page			740
Directory			745
Postage			750
Other			755
Education and Training		Include Travel from other Side	
Mid-Year Training Registration Fees			760
Distinguished Clubs			765
Training Club Officers			770
Training Division & Area Governors			775
Distinguished Areas & Divisions			780
Other			785
Speech Contests		Include Travel from other Side	
Awards & Certificates			800
Other			805
Administration		Include Travel from other Side	
Stationery			810
Phone			815
Postage			820
Website			825
Other			830
Travel		Include Travel from other Side	
Within District			
District Governor/Lt. Governors			835
Division Governors			840
Area Governors			845
Other District Officers			850
International Convention Transportation/Registration/Accommodation			
District Governor			855
Lt. Governor Education & Training			860
Lt. Governor Marketing			865
Immediate Past District Governor			870
Reimbursement from WHQ			

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Other		Include Travel from other Side	
Equipment Purchase			880
Miscellaneous			890
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:	
Lt. District 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 for the previous month should be submitted by the 15th of the next month.			
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			