



## District 83 Reimbursement Policy

District 83 will make reimbursements for the following events. All reimbursements are based on actual expenses and capped at the indicated limits.

### **Division Training Reimbursements (minimum attendance = 20):**

- ▶ Reimbursed based on actual expense
- ▶ Capped at \$70 for minimum of 20 participants
  - \$2.50 for each additional participant
- ▶ Submit reimbursement voucher with supporting documents
- ▶ Turn-in attendance roster
  - Include trainees and trainers

### **Contest Reimbursements (minimum attendance = 20):**

- ▶ Area Contests
  - Single area: \$50
  - Dual area contest: \$100
  - Triple area contest: \$140
- ▶ Division Contests: \$150
- ▶ Submit reimbursement voucher with supporting documents
- ▶ Turn-in attendance roster

### **Club Anniversaries:**

- ▶ Purpose: recognition
- ▶ Anniversary celebration in 5-year increments
  - Charter year + 5 (5 year, 10 year, 15 year, etc.)
- ▶ Reimbursement capped at \$100
- ▶ Must submit article and photos to newsletter

### **Club Open House:**

- ▶ Purpose: to increase membership
- ▶ Limited to 2 per year
- ▶ Reimbursement capped at \$50
- ▶ Must submit article and photos for newsletter

**Please be sure to read this section and follow instructions.**

1. Print voucher and complete the form.
2. Attach organized receipts. Tape receipts smaller than this piece of paper to a piece of plain white paper. Multiple receipts may be taped to one page. Clearly indicate which amount on the receipt is being requested for reimbursement and note the corresponding number as listed below.
3. Return to the district director (address on form).
4. The district director reviews, approves, and forwards to the finance manager for payment.
5. Receipts submitted more than 60 days from the date of the expense may be considered unreimbursable.
  - Reminder: if the expense occurs in June, submit within 30 days.

**Vouchers:**

- ▶ Voucher must be legibly filled out
- ▶ Accurately describe expense
- ▶ Include support documents (receipts, sign-in sheets, etc.)
- ▶ Must be turned in not later than 60 days after earliest receipt (30 days for June expenses)
  - Address of District Director is on the voucher
- ▶ Missing receipts
  - Write a detailed explanation of expense
  - Reviewed by district trio

**Receipts and Supporting Documents:**

- ▶ Receipts need to be legible
- ▶ Need to itemize purchased items
  - Credit card receipts with total don't satisfy requirement
- ▶ Online receipts
  - Need to show confirmation number or
  - Be accompanied with credit card documentation
- ▶ All receipts must be submitted within 60 days