



## 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:**

- ▶ Area Contests
  - Single area: \$100
  - Dual area contest: \$200
  - Triple area contest: \$250
- ▶ Division Contests: \$115
  
- ▶ Submit reimbursement voucher with supporting documents
- ▶ Amount includes, refreshments, space rental, incidentals (printing, etc.)
- ▶ 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 \$50
- ▶ Must submit article and photos to newsletter

### **Club Open House:**

- ▶ Purpose: to increase membership
- ▶ Limited to 1 per year
- ▶ Reimbursement capped at \$50
- ▶ Must submit article and photos for newsletter

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

1. District officer expenses are reimbursed via Concur. Concur instructions are posted on [www.tm83.org](http://www.tm83.org) under the "District Leadership" drop-down menu.
2. Non-district officers with access to Concur are encouraged to use the system for reimbursement. All others may use the voucher system; instructions are below.
3. Receipts submitted more than 60 days from the date of the expense may be considered ineligible for reimbursement.
4. **Reminder: Expenses that occur in June must be submitted by June 30.**

### Vouchers:

Fill out the top portion of the *Reimbursement Voucher* as well as the expense section legibly.

The *Approval* section will be filled out by the district director.

**Reimbursement Voucher link:** [District 83 voucher-for-reimbursement-ffe-ps.pdf](#)

- Attach or scan your receipts. Please ensure that store name and amount can be easily read. Clearly indicate which amount on the receipt is being requested for reimbursement and note the corresponding line number from the voucher on the receipt.
  - Credit card receipts by themselves don't meet the requirements for reimbursement.
  - Online receipts need to show confirmation number or need to be accompanied by a credit card receipt.
- Email your voucher with the receipt(s), your article and photo(s) to [District83.PRM@gmail.com](mailto:District83.PRM@gmail.com).
- The Public Relations Manager will forward the voucher with the receipt(s) to the district director for approval.
- After approval, the district director will forward both the voucher and the receipts to the Finance Manager for payment.
- The article and photos will be used for the District 83 newsletter, *The Voice*.
- Receipts submitted more than 60 days from the date of the expense may be considered ineligible for reimbursement.
- For missing receipts, please write a detailed explanation of the expense. The district trio will then review the expense.
- **Reminder: Expenses that occur in June must be submitted by June 30.**