

# District 55 Procedures Committee

## Summary Report of Recommended Changes

### September 13, 2014

**Acting Committee Chair:** Jerry Barrett, DTM

**Committee Members:** Nasser Shukayr, Linda Oliver, Sophie Diaz, Ryan O'Connor, Edward Biggers, Mercedes Balli, Jennifer Wolf, Cindy Cross, Amy Espinoza, Marie-Pier Clarke, Crystal Dyer

**Items referred to Committee:** At the July DEC Meeting in Kerrville, Texas the following items were referred to the Procedures Committee for discussion and recommended action.

1. Use of Google and/or Bing Maps for Reimbursement Requests
  - a. Some locations do not populate correctly on Bing Maps so using either mapping service is a necessary procedural allowance for DEC members seeking mileage reimbursement.
2. Review of budgetary impact of new mileage reimbursement rate of 0.56 cents per mile
  - a. The last Procedures Committee did not run a fiscal impact projection for this change. The new reimbursement rate appears to position D55 to exceed the 30% allowable for travel reimbursement set by Toastmasters International during the 2014-2015 Toastmasters Year.

#### **Discussion of Items:**

1. After examining the need for accurate maps for reimbursement requests, it was found that Bing Maps had several instances where locations were not accurately reported. Google maps did properly locate these physical locations, and was able to calculate mileage reimbursement accurately. The committee used these facts to recommend a change to the current procedures.
2. Once the annual budget was prepared using actual reimbursement rates from the current DEC members from the month of July, these numbers were populated for the calendar of events. The projected totals were then compared to the actuals over the previous three years. It was made clear that D55 would exceed the 30% budget allocation limitation from Toastmasters International if all DEC members were to seek reimbursement as allowed for in the current D55 Procedures. The Committee reworked the projections to measure the impact of carpooling and reduced mileage reimbursement and made recommendations for change based on those facts.

#### **Recommendations:**

1. The Procedures be amended to include both Google and Bing Maps as an allowable source for maps for reimbursement requests.
2. The Procedures be amended to allow a mileage reimbursement rate of 0.36 cents per mile for individual drivers and 0.46 cents per mile for carpoolers. Only the driver may seek reimbursement from D55.