

March 29, 2020

TO: District 55 Executive Committee
FROM: District 55 Administrative Procedures Committee
RE: 2020 District 55 Administrative Procedures Committee Report

Fellow District 55 Leaders,

At the Direction of the District Director, the 2020 District 55 Administrative Procedures Committee met to discuss corrections to our current District Procedures. As a result of the committee meeting, the 2020 District 55 Administrative Procedures Committee proposes the following changes:

Page 8, Article VII “Reimbursements”, Section B “Travel”, Paragraph 1 “Mileage”, part (c):

- **REVISE:** Part (c) to read, “The District will pay mileage at **100%** of the current IRS **charity mileage rate. Reimbursement will be for 100% of the total miles driven.** See: IRS Standard Mileage Rates.”
- **REASON:** This change clarifies that the District will reimburse mileage at the current IRS charity volunteer mileage rate, rather than the business mileage rate. Since the charity volunteer mileage rate is only \$0.14 per mile, this change also increases reimbursement from 75% to 100% of the IRS charity volunteer mileage rate. Additionally, this change clarifies that while a trip must exceed 50 miles to qualify for reimbursement under part (a), reimbursement will be for the **total miles driven**, not only the miles in excess of 50.

Page 8, Article VII “Reimbursements”, Section B “Travel”, Paragraph 4 “Local Transportation:

- **REVISE:** The last sentence from “...current IRS mileage rate.” to “... current IRS **charity** mileage rate.”
- **REASON:** This change clarifies that the District will reimburse mileage at the current IRS charity volunteer mileage rate, rather than the business mileage rate.

Page 9, Article VII “Reimbursements”, Section B “Travel”, Paragraph 5, Part b.4.a:

- **REVISE:** The last sentence from “Meals may be reimbursed up to \$30 per day” to “**Meals shall only be reimbursed in accordance with Toastmasters International Policy 8.3 ‘District Leader Expenses’, Section 2 ‘District Leader Expenses Paid by Districts’**”.
- **REASON:** Referring to the Toastmasters International policy for reimbursement will avoid any confusing and conflicting information regarding allowable meal expenses and total reimbursement amounts allowed.

Page 9, Article VII “Reimbursements”, Section B “Travel”, Paragraph 5, Part b.5.b:

- **REVISE:** From “Trio members may receive up to \$30 per day in meal reimbursements” to “**Meals shall only be reimbursed in accordance with Toastmasters International Policy 8.3 ‘District Leader Expenses’, Section 2 ‘District Leader Expenses Paid by Districts’**”.

- **REASON:** Referring to the Toastmasters International policy for reimbursement will avoid any confusing and conflicting information regarding allowable meal expenses and total reimbursement amounts allowed.

Page 10, Article VIII “Financial Transition”, entire article:

- **ELIMINATE:** the entire Article.
- **REASON:** This Article is more restrictive than Toastmasters Protocol 8.4.2; since TI Protocol takes precedence over any local District Procedures, this section is not enforceable.

This report is respectfully submitted by the 2020 District 55 Administrative Procedures Committee to the 2019-2020 District 55 Executive Committee for consideration at their April 11, 2020 meeting.

Additionally, as 2020 District 55 Administrative Procedures Committee Chair, I would like to express my appreciation to my committee members, Margaret Cathey, DTM, PDG and Lupe Roy, DTM. I would also like to thank District Director Wafae Owen, DTM, for the privilege of serving District 55.

Respectfully,

Bradley Craig, DTM, PDG, Committee Chair
Margaret Cathay, DTM, PDG, Committee Member
Lupe Roy, DTM, Committee Member