

- **Revised Section C1, C2, C3, C4, C6, C7, C8 and C10 as Follows:**

C. TRAVEL EXPENSE REIMBURSEMENT ~~(All District reimbursement is subject to availability of funds):~~

1. All District Leader expense reimbursement is subject to availability of funds and are governed by Toastmasters International Policy 8.3 District Leader Expenses as shown below.

~~4. INTERNATIONAL CONVENTION: The Lieutenant Governor Education and Training and the Lieutenant Governor Marketing will be reimbursed for 50% of the amount actually incurred by the attendee. The total amount reimbursed is not to exceed 50% of the "Full Convention" registration fee. The District Governor shall be reimbursed for those "Full Convention registration fees" not covered by Toastmasters International. Toastmasters International shall reimburse the travel expenses of the District Governor, Lieutenant Governor Education and Training, and Lieutenant Governor Marketing. If Training is being provided for the District Treasurer at the International Convention the District Treasurer will be reimbursed for travel expenses not covered by Toastmasters International otherwise the District will not pay for the District Treasurer's expenses. Travel reimbursement will be based on a 21 day advance purchase fare. The District Governor, Lieutenant Governor Education and Training and Lieutenant Governor Marketing will receive a 100% hotel reimbursement for Sunday, Monday, and Tuesday night during training, and a 50% hotel reimbursement not to exceed seven (7) nights per person. If training is being provided at the International Convention for the treasurer then the District Treasurer will receive a 50% hotel reimbursement not to exceed three (3) nights. The Immediate Past District Governor will be reimbursed 50% of the amount actually incurred by the attendees if the District achieves Distinguished status or above during the Immediate Past District Governor's term of office as District Governor. The total amount reimbursed to the Immediate Past District Governor is not to exceed 50% of the "Full Convention" registration fee, and for that part of coach class airfare to the International Convention not paid by Toastmasters International, and the 50% hotel reimbursement not to exceed 3 nights. Travel reimbursement will be based on a 21 day advance purchase fare. Advance funds may be provided with District Governor approval, if requested.~~

~~NOTE:—Registration fees and hotel reimbursement not paid by Toastmasters International will be reimbursed only if the district officer attends all educational/training sessions related to his/her district officer position and all business convention functions, including interviewing candidates for international office as directed by the District Governor.~~

"1. District Leader Expenses Paid by World Headquarters

A. District expenses are governed by Article XII, Section 2, of the Bylaws of Toastmasters International.

B. World Headquarters reimburses the travel expenses of the district governor and lieutenant governors (including for provisional district leaders and equivalent leadership roles for territorial councils) for the mid-year and August trainings as follows:

I. World Headquarters fully reimburses round-trip public transportation costs at the lowest rate between the passenger terminal nearest the training site and the home of the officer.

II. World Headquarters reimburses motor vehicle transportation at the current business standard

mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service by the most direct route. Mileage reimbursement shall not exceed the lowest airfare rate. A person accompanying another person receiving reimbursement is not entitled to reimbursement.

III. World Headquarters reimburses actual costs incurred for any other mode of transportation not exceeding the lowest airfare rate.

C. District governors attending the International Convention each receive a \$30-per diem (not exceeding \$120) when the district governor attends the Candidates' Corner, Candidates' Showcase, and the Annual Business Meeting; one complimentary basic convention registration; and one complimentary President's Dinner Dance ticket.

D. World Headquarters does not provide reimbursement for travel or expenses for territorial council leaders except as specified above.

2. District Leader Expenses Paid by Districts

A. District expenses paid by districts are governed by Article XII, Section (a) of the District Administrative Bylaws. Expense reimbursements to district leaders must be included in the district budget. [D55 Comment: Addition of travel reimbursement to District budget must remain within percentage requirement authorized by Toastmasters International]

B. For Mid-Year District Leader Training, districts may reimburse the district governor and lieutenant governors for lodging and transportation expenses not paid by World Headquarters. Meals may be reimbursed up to \$30 per day.

C. For August District Leader Training, districts may reimburse the district governor, lieutenant governors, and other leaders for whom training is provided and authorized by Toastmasters International, for lodging and transportation expenses not paid by World Headquarters. Meals may be reimbursed up to \$30 per day.

D. For International Convention, districts may reimburse the district governor and lieutenant governors for registration, lodging, and transportation expenses not paid by World Headquarters. Meals may be reimbursed up to \$30 per day. [District 55 will only reimburse the above if the District Governor and Lt. Governors attend the Candidates' Corner, Candidates' Showcase, and the Annual Business Meeting]

E. For International Convention, districts may reimburse the immediate past district governor for registration, lodging, and transportation expenses not paid by World Headquarters if the District achieves Distinguished status or above during the Immediate Past District Governor's term of office as District Governor. .

F. Districts do not reimburse any other individuals for travel outside the district or for items related to travel outside the district.

G. Registration includes conference or convention registration and ticketed events and meals that are part of the conference or convention.

H. Lodging includes hotel accommodations, including applicable taxes [D55 comment: Lodging may not exceed the basic room rate advertised for the convention hotel]; it excludes personal telephone expenses and other incidental expenses.

3. General District Leader Expense Provisions

A. Reimbursement of travel expenses is based on full participation and attendance.

B. Allowable travel expenses may include up to round-trip airfare or other public transportation (coach)

or mileage up to the current business standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service, and parking.

C. Travel expenses exclude motor vehicle rentals, gasoline, and incidental expenses.

D. If a district leader moves out of the geographic boundaries of the district from which that district leader was elected, reimbursement is based either on the residence at the time of election or on the current residence, whichever is less.

E. Districts do not provide any expense payments to speech contestants attending the International Convention."

4. District 55 Reimbursement for International Convention outside Western Hemisphere

For International Conventions outside the Western Hemisphere, District 55 will reimburse for an additional day of lodging and meals for travel to the convention site.

2. DISTRICT EXECUTIVE COMMITTEE The members of the District Executive Committee shall be reimbursed for their travel to all District authorized Functions (if the distance exceeds 50 miles or more round trip) at which their presence is required by the District Governor and if the function is outside their home county, subject to the availability of funds. Only the mileage in excess of 50 miles will be reimbursed, Calculation of mileage will be based upon the shortest distance by Bing Maps. In the event **that** any District Officer or member of the District Executive Committee is required to travel to an official venue entailing an overnight stay (includes District Council Meeting and DEC Meetings), the committee member is entitled to a hotel reimbursement of ~~\$60~~ 80 per night (including taxes) and \$30 meal per diem, not to exceed one night total per member if the total roundtrip mileage for the member exceeds 200 miles.

3. TRAVEL REIMBURSEMENT RATE: *District 55 reimburses motor vehicle transportation at the current business standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service by the most direct route. Mileage reimbursement shall not exceed the lowest airfare rate. A person accompanying another person receiving reimbursement is not entitled to reimbursement. Reimbursement shall be calculated at \$0.32 per mile, when carpooling, an additional \$0.02 per mile shall be reimbursable for District Executive Committee members in addition to the driver. Only the Driver may claim reimbursement.* Request for reimbursement must document miles traveled, members transported and purpose. ~~Reimbursement to one person may not exceed the current reimbursement rate in effect for federal income tax purposes by the United States Internal Revenue Service.~~

4. DELETED

~~4. TRAVEL TO MID-YEAR PLANNING CONFERENCE: Toastmasters International shall reimburse the travel expenses of the District Governor, Lieutenant Governor Education & Training, and the Lieutenant Governor Marketing as follows:~~

~~1. Air, Bus or Train— Full reimbursement, round trip at the lowest rate (coach or discount if applicable) between airports or passenger terminals nearest the training site and the home of each officer.~~

~~2. Car— At the current mileage reimbursement rate in effect for federal income tax purposes by the United States Internal Revenue Service by the most direct route. Mileage reimbursement shall not~~

~~exceed the lowest airfare rate (coach, or discount if applicable). The district governor shall certify the attendance of these officers to World Headquarters before any officer receives a travel allowance reimbursement. The district may provide reimbursement for any registration and 50% hotel reimbursement.~~

6. TRAVEL TO DISTRICT TOASTMASTER LEADERSHIP TRAININGS: The District Governor, Lieutenant Governor Education and Training, and Lieutenant Governor Marketing shall be reimbursed for their travel to District sponsored club officer training events (also known as TLI's) if the distance totals 50 miles or more round trip and the function is outside their home county subject to availability of funds. Only mileage in excess of 50 miles will be reimbursed. Calculation of mileage will be based upon the shortest distance using Bing Maps. In the event the training entails an overnight stay, they will be entitled to a hotel reimbursement of ~~\$60-~~ \$80 per night maximum (including taxes) not to exceed one night per event, per person and a \$30 meal per diem. In the event that a sanctioned TLI team (as approved by the District Executive Committee) or TLI Team Member is required by the District Governor to attend the TLI to conduct training, they shall also be reimbursed as indicated above. Reimbursement shall be budgeted against the 30% allocation authorized by Toastmaster International.

Toastmasters International Protocol 7.1 District Events states under Section 3C that:

"All district events are training opportunities. As part of district and club leader training, districts may include educational sessions on communication and leadership for all members. District funds shall not be used to subsidize separate sessions for non-officers."

7. OFFICIAL MARKETING VISITS: Either the District Governor or the Lieutenant Governor Marketing shall be reimbursed for travel for official marketing visits when accompanied by a Toastmasters International executive officer, director, or region advisor. The visits must exceed 50 miles round trip and be outside the home county and are subject to availability of funds. Only mileage in excess of 50 miles will be reimbursed. Calculation of mileage will be based upon the shortest distance using Bing Maps. ~~In the event the visits entail an overnight stay, they will be entitled to a hotel reimbursement of \$60 per night not to exceed one night if the total roundtrip mileage exceeds 200 miles.~~ In the event the training entails an overnight stay, they will be entitled to a hotel reimbursement of ~~\$60-~~ \$80 per night maximum (including taxes) not to exceed one night per event, per person and a \$30 meal per diem . if the total roundtrip mileage exceeds 200 miles.

8. INCOMING DISTRICT OFFICER AND EXECUTIVE COMMITTEE: The incoming district officers and members of the incoming District Executive Committee (DEC) shall be reimbursed for their travel to incoming officer training per the travel reimbursement rate (as outlined in Article C.3 of this document) at which their presence is required by the incoming District Governor and if the function is outside their home county subject to availability of funds. In the event any incoming district officer or member of the DEC is required to travel to an official venue entitling an overnight stay, the committee officer or member is entitled to a hotel reimbursement of ~~\$60-~~ 80 maximum (including taxes) per night not to exceed one night total per district officer or DEC member if the roundtrip mileage exceeds 200 miles and a \$30 meal per diem.

10. SUMMARY OF EXPENSE REIMBURSEMENTS: See attached chart.

~~AD~~. CLUB OFFICER EXPENSES: NONE PAID. No travel funds may be paid by the District to the Club Presidents and Vice Presidents Education or their representatives to attend the District Council meetings.

~~E-B~~. DISTRICT CONFERENCE FINANCIAL REPORTS: The District Conference Chair at the Fall and Spring District Conferences shall, within 45 days following the conclusion of the meetings, submit a written report of the collections and disbursements of funds with receipts documenting all transactions. The report must be submitted to the District Governor. The net proceeds from the conferences shall be deposited in the District Treasury.

~~C-F~~. The District 55 International Speech Contest winner will receive travel reimbursement from Toastmasters International based upon a 21 day advance purchase; if contestant drives, reimbursement will be at the current mileage reimbursement rate in effect for federal income tax purposes by the United States Internal Revenue Service by the most direct route. The costs of accommodation and registration for the Toastmasters International Convention are the responsibility of the contestant and no reimbursement by Toastmasters International or District 55 is authorized.

~~DG~~. Districts shall not reimburse any other individuals for travel outside the district for items related to travel outside the district.

• **Add Line F to XII**

XII. REFERENCE MATERIALS

- A. Toastmasters International Policy 8.3 as amended Sep 1, 2011, District Leader Expenses
- B. Toastmasters International Policy 8.4 as amended Sep 1, 2011 District Fiscal Management
- C. Toastmasters International Policy 9.0 as amended Sep 1, 2011 District Campaign and Elections
- D. District Administrative Bylaws as amended Aug 15, 2010
- E. Toastmasters International Protocol 3.0 Ethics and Conduct, 3. District Procedure to Discipline a Member
- F. [Protocol 7.1 District Events](#)

• **Revised Note 1 of Reimbursement Chart as Shown Below**

Note1:

* Only if at least 50 miles round trip. . ~~Motor vehicle transportation will be reimbursed at the current business standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service by the most direct route, @.32 cents per mile as recommended by the District Budget Success Guide published by Toastmasters International and subject to availability of funds. Reimbursement to be limited to mileage exceeding 50 miles.~~