



District 72 – New Zealand

Expense Claim Guidelines for 2020-21

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District 72
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To: District Officers
Subject: Expense Claim Guidelines for 2020-21

This memo should be read in conjunction with the Expense Claim Processing flowchart. For travel claims, please refer to the separate Travel Reimbursement Policy.

Area and Division Expense Claims

All Area and Division expense claims should be sent to the Division Director in the first instance. The person to whom the claim will be paid must sign the expense claim form. Division Directors are also required to check and authorise claim forms. The form should then be passed on to the District Finance Manager to arrange payment.

District Expense Claims

Area Directors should send all District expense claims to their Division Directors to verify and sign off. Note that the person to whom the claim will be paid must sign the expense claim form. Once the Division Director has verified and signed the claim form, it should be forwarded on to the District Finance Manager to arrange payment.

If you email your claims, please ensure that they scan clearly. You might need to turn up the contrasts on your scanner to ensure all the documents scanned can be read. The District Finance Manager, District Director and the Auditors will need to be able to easily read your receipts.

Receipts submitted for reimbursement and invoices submitted for the District Finance Manager to pay directly must be easily readable. All receipts and invoices from GST-registered entities that Toastmasters New Zealand deals with must clearly show that the entity is GST-registered, state the GST number and show the GST amount clearly.

Important: once expense claims reach the District Finance Manager, they will then be sent on to the District Director for final authorisation and then returned to the District Finance Manager for payment.

Further, please note that there will be one payment run per month, on or about the last day of the month. All payments are made by direct credit. Please note that we do not issue cheques. If you want the District Finance Manager to pay a supplier directly, you must provide a bank account number.

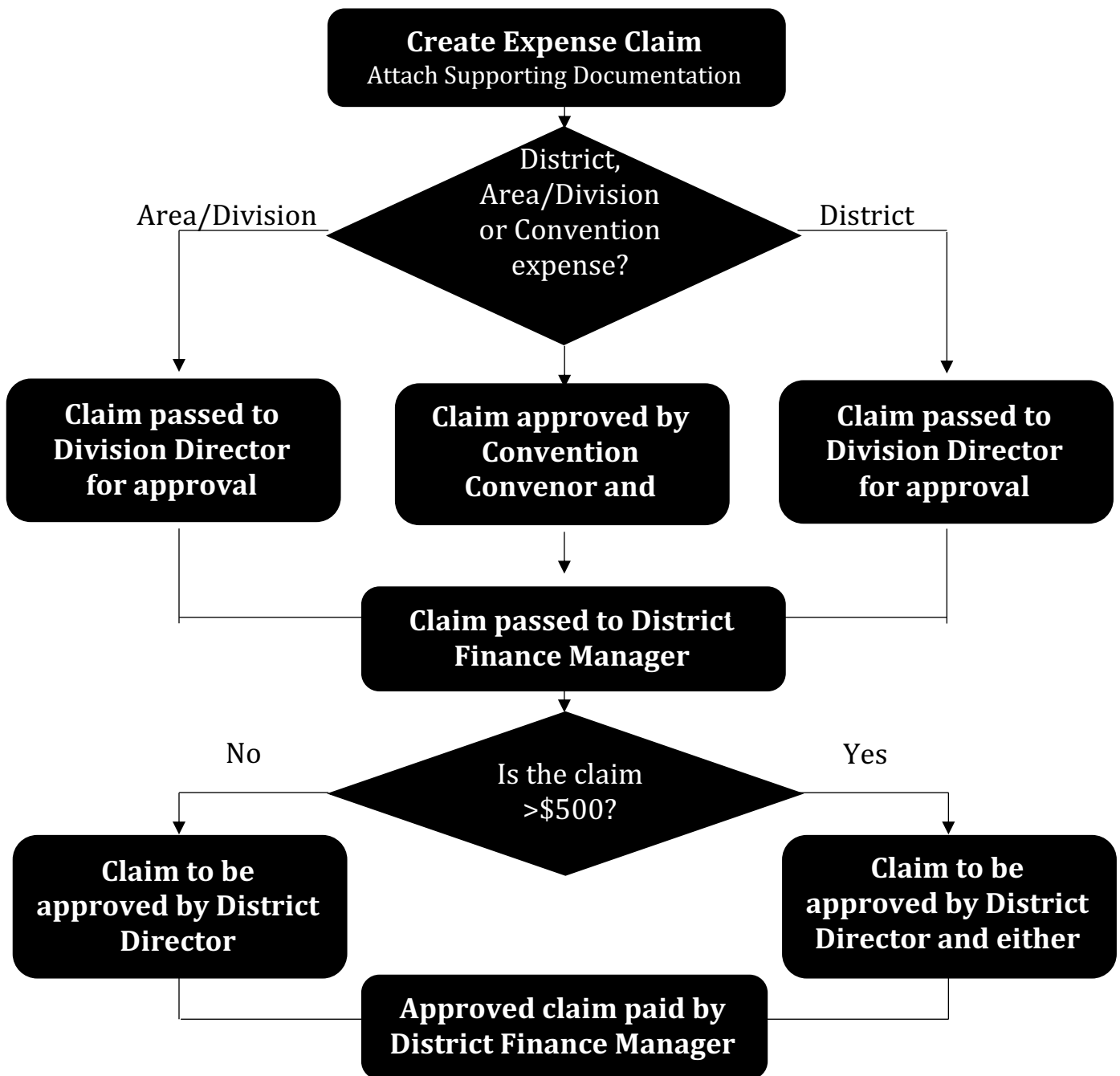
However, if the amount is greater than \$300 and waiting two weeks will cause you undue financial stress, please contact the District Finance Manager to make alternative arrangements.

Expenditure greater than \$500

If you are going to incur expenditure over \$500 for a single item, you **must** have express approval from the District Director **first**. Please contact the District Finance Manager **before** you incur the expenditure. Further, claims over \$500 in total will also need to be authorised by two of the District Trio, which will take longer to be processed.

Important Notes for Expense Claims:

- Minimum claim is \$5.00
- All receipts must be included with the expense claim as proof of payment, OR, if payment is required on a third party invoice this invoice must be included with claim form
- When claiming air travel, ticket document showing arrival and departure locations and dates and times of travel, as well as cost, must be included with the expense claim
- Motor Vehicle travel related to your role is to be charged at 40 cents per km based on AA Mileage. Round trip must exceed 40km, with the first 40km not being claimable. The "from & to" is to be shown in the details. Please attach a copy of the AA, Wises or Google map/directions. The rules relating to Travel Expenses are in the District Financial Guidelines on the website.
- Claims not with District Finance Manager within 60 days of expense will not be accepted.



Approved claims will be paid on 30th of each month immediately following approval of claim