



District 72 – New Zealand

Expense Claim Guidelines for 2022-23

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District 72
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To: District Officers and Field Officers
Subject: Expense Claim Guidelines for 2022-23

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 Director Expense Claims

All Area Director 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 authorize claim forms. The form should then be passed on to the District Finance Manager to arrange payment.

Division Director Expense Claims

All Division Director expense claims should be sent to either the Club Growth Director or the Programme Quality Director in the first instance. The person to whom the claim will be paid must sign the expense claim form. **Authorizers** are also required to check and authorize claim forms. The form should then be passed on to the District Finance Manager to arrange payment.

District Expense Claims

All other District Officers or District Field Officers expense claims should be sent to either the Club Growth Director or the Programme Quality Director in the first instance. The person to whom the claim will be paid must sign the expense claim form. **Authorizers** are required to check and authorize claim forms. The form should then be passed on to the District Finance Manager to arrange payment.

Please ensure documentation is **scanned clearly** when attached to your email. 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 **legible**. 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**. 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. **Please ensure your claim is completed correctly and received by the Finance Manager no later than the 10th of the month to ensure reimbursement in the same month.**

However, if the amount is greater than \$300 and waiting 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 **before you incur the expense**. Please contact the District Finance Manager **before** you incur the expenditure. Also, **claims over \$500 in total** will need to be authorized 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 (per trip). 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 need to be with the District Finance Manager within 60 days of expense in order to be accepted.**

