



District 72 – New Zealand

Sheryl Ryan

District 72 Finance Manager 2023-24

Email: finance.d72@toastmasters.org.nz

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To: District Officers and Field Officers
Subject: Travel Reimbursement Policy for 2023-24

For general expense claim guidance, please refer to the **Expense Claim Policy**.

BACKGROUND

District 72 recognizes that service as a District Officer incurs additional, sometimes significant, out-of-pocket expenses. As a not-for-profit organization, we are obliged to ensure the wise use of the funds we have available to us as well as limiting the barrier to service that an individual's personal financial circumstances may present. This document has been prepared to outline the District's approach to trying to be both fair and equitable to those who serve and the financial constraints under which the District operates.

Travel is our single largest budget item, as it is for many Districts. Toastmasters International imposes a limit on the proportion that we may spend on travel compared to the other activities we engage in, in pursuit of the District's goals. Therefore, we must manage our expenses in this area very carefully.

The Travel Reimbursement Policy covers **District Officer Training** and other **District Events**.

District Officers are expected to **book early** to get good deals and minimize costs. Expense claims will be reimbursed once the expenditure is incurred; you don't have to wait for the event.

If you can no longer attend in person, please ensure you change your flights to a future District Officer event *before* your flight departs or obtain a credit.

There is a **requirement** that if you are reimbursed, then **don't attend**, you **refund the District within 30 days of the event**

PREAPPROVAL

Preapproval is required for claims totaling **\$450** including GST or more.

Where District Director preapproval is required, either written or details of verbal preapproval are acceptable with expense claims.

FIELD OFFICERS

District Director **preapproval** is required for Field Officer travel claims.

DISTRICT CONFERENCE

Travel to the District Conference for District or Field Officers is not reimbursed unless District Officer training is attached to the conference. Where there are exceptions, or other

conference related travel expenses, preapproved must be obtained from the District Director.

AIR TRAVEL

Air Travel to **District Officer Training** will be reimbursed as follows:

Claimable:

- Airfare **Trip Insurance**
- Air New Zealand 'Seat Only' option
- Air New Zealand 'Seat Plus Bag' option
- Air New Zealand 'Flexi Change' option (*District Director preapproval required*)
- Jetstar Starter plus up to 20kg of checked luggage
- Credit Card payment fees on Airfares

Not Claimable:

- Airpoints – flights paid for using airpoints
- Travel Agent fees and commissions
- Seat selection fees
- Offset carbon emissions

Airfare claims must be accompanied by:

- Tax Invoice/receipt
- Ticket showing the point of departure and destination as well as the date of travel
- Evidence of insurance payment

MILEAGE

Mileage to District Officer Training, and the two mandatory **Area Director club visits** will be reimbursed as follows:

Claimable:

- The cost of a mileage claim must be lower than an airfare to travel to District Officer training. That is, if you choose to drive when you could fly more cheaply, District will reimburse your mileage up to the cost of an Air New Zealand 'Seat Plus Bag' option or Jetstar Starter Fair plus 20kg of checked luggage.
- Mileage will be reimbursed at a rate of **40 cents per kilometre**. District Officers must travel at least a **40km round trip** to be eligible for reimbursement.
- If more than one District Officer is travelling to a training event in the same car, **only one claim** will be accepted for reimbursement.
- **Mileage will be capped** for District Officer Training at the District Conference at a maximum of **\$499**. (*District Director preapproval required*)
- Other mileage will be considered on a case-by-case basis.

Not Claimable:

- Claims under \$5 (per round trip)
- The **first 40 kilometres** (per round trip)

Mileage Claims must be accompanied by:

- A copy of the mileage from either Google Maps, Wises or AA Travel
- If driving to District Officer Training, you may be asked for a screenshot of the Air New Zealand 'Seat Plus Bag' option or Jetstar Starter Fair plus 20kg of checked luggage **range of airfares** (if multiple fares) on the day. **The date selected for airfare comparison** must be at a point in time between **1.5 and 3 months prior to travel** as proof.

EXAMPLES

1. *Mary travels 50km in total to visit a club and complete one of her mandatory Area Director visits. The first 40km are not claimable and the next 10km is multiplied by 40c/km to give a total of \$4. Mary is not able to lodge a claim form because the total claimable amount is under \$5.*
2. *Matthew travels 30km in total to visit a club and complete one of his mandatory Area Director visits. The first 40km are not claimable, so Matthew is not able to lodge a claim.*
3. *Carol travels 75km in total to visit a club and complete one of her mandatory Area Director visits. The first 40km are not claimable and the next 35km are multiplied by 40c/km to give a total of \$14. Carol submits her club visit report online, completes the claim form and prints out a Google map of the trip to support her claim.*
4. *Owen books an Air New Zealand Seat Plug Bag flight for \$156 to attend District Officer Training and is reimbursed for the full amount.*
5. *Anthony attends the same District Officer Training as Owen but elects to drive. The distance is such that his mileage expense claim comes to \$180. Anthony will only be reimbursed to the value of the Air New Zealand Seat Plus Bag flight, i.e. \$156.*

OTHER TRANSPORT COSTS

Airport transfers

Reimbursement for individual Travel between the Airport and District Officer Training is **not automatic**.

Please contact us **before** making your travel arrangements

- We encourage **group** transportation e.g., shuttle between the airport and the venue and where possible, District will coordinate the transfer.
- **Bus, train, taxi (or similar e.g., Uber)** fares or any combination will be considered on a case-by-case basis.

Parking

Claimable:

- Airport parking costs at point of departure for District Officer Training will be reimbursed up to a **maximum of \$40**
- Reasonable parking costs by Area Directors while performing the two mandatory club visits will be considered on a case-by-case basis.

Not Claimable:

- Parking while attending Club Officer Training
- Parking while attending Club, Area, or Division contests

Car Rental Not Claimable

IMPORTANT POINTS TO NOTE

- **Minimum** total expense claim is **\$5**
- Journeys costing **more than \$450 incl GST** must be **pre-approved** by the **District Director**.
- All claims must include correctly completed/authorized expense claim form and supporting documentation. **Electronic signatures are acceptable**.
- **Claims need to be with the District Finance Manager within 30 days** of expense for prompt reimbursement. Exceptions to this require **preapproval** by the **District Finance Manager**.
- We note that some District Officers have more complex journeys. *Please contact us before making your travel arrangements.*
- Other travel costs may be considered on a case-to-case basis and **must be pre-approved** by the **District Director**.

Glen Pearce, DTM
District Director
Director.d72@toastmasters.org.nz

Sheryl Ryan
District Finance Manager
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