

DISTRICT 90 HOW AND WHAT TO CLAIM AS A PATHWAYS GUIDE

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DISTRICT 90 HOW AND WHAT TO CLAIM AS A PATHWAYS GUIDE

GENERAL

As a Pathways Guide, you will be provided with some financial assistance to meet expenses incurred while performing your duties. The Finance Committee annually confirms all details. In special cases, the District Director has discretion to approve items outside the norm. The guidelines below are for the **2017-2018 Toastmaster year**.

In this document a reference to a Pathways Guide, also includes a Pathways Ambassador.

WHAT TO CLAIM

ACTIVITIES

Your claim must relate to approved activities or duties as a Pathways Guide. These are:

- Official visits to your assigned clubs
- Administration expenses incurred (where these are not performed by the Administration Manager)
- The District 90 Semi-Annual Conference (Friday night meeting ONLY)
- Other meetings as required and approved by the Program Quality Director

TRAVEL

GENERAL

You must list the journeys taken and the distance (or public transport fare) on the Travel Form. Please use the Travel Form available from on the District 90 website to itemise and automatically calculate your travel claim and attach it to your claim form (also available on the District 90 website).

MOTOR VEHICLE – SELF DRIVE

You can claim motor vehicle travel expenses at the rate of 25c per kilometre for trips that exceed 50kms return. The travel form on the D90 website will calculate this for you.

Tolls, which are not otherwise refunded by Government or your employer, are reimbursable.

PUBLIC TRANSPORT

Public transport is fully reimbursable. This does NOT include taxis or flights.

FLIGHTS

Flights can be claimed with the **explicit prior written approval of the District Director**. Where the cost of a flight would be less than the motor vehicle allowance, you will be reimbursed the lesser of the two. A copy of the tax invoice/receipt for flights **must** be attached with the claim form.

ACCOMODATION

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Accommodation may be claimed **with prior approval from the District Director. This should be included in the claim documentation.**

The maximum allowance is \$130 per night.

Accommodation may be granted in the following cases (non-exhaustive)

- where the one-way trip exceeds 150 kms;
- the driving conditions are hazardous or
- the nature of the activity makes it necessary to stay overnight.

OTHER ITEMS

Parking Fees are only claimable **with the approval of the District Director, where there is NO reasonable alternative.**

ITEMS NOT CLAIMABLE

The following items are NOT claimable

- Meals and refreshments
- Photocopying (this should be done by the Administration Officer)
- Stationery
- Printer inks/toners
- Taxi fares

HOW TO CLAIM

All Forms and Documents (including this one) are available on the District 90 website under District Officer Resources – Finance Corner. Please ensure you are using the latest forms.

1. If you are claiming Motor Vehicle/Driving Expenses, calculate the trip distance using Whereis or Google Maps. Print out the screenshot showing the trip and distance. A turn-by turn detail is NOT required.
2. Fill out the *D90 Travel Form* using the distance from Step 1. If you paid any tolls, add them to this form as well. **(Documentation Required)**
3. Collect all receipts related to accommodation, public transport, or other expenses. Where District Director approval is required, include emails or other evidence of approval.
4. Complete the *D90 Claim Form*, sign it and send it to the Claims Officer (claims@d90toastmasters.org.au). **An unsigned claim form will not be processed. Include ALL documentation produced in Steps 1-3.**

The claim MUST be received **no later than 60 days from the date of the activity.** The exception is for activities in June, **all claims MUST be finalised by 15 July 2018.**

As a general Note, the earlier you submit your claim, the earlier you will be reimbursed which leads to a happier Pathways Guide and a happier Finance Manager.

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CLAIMS ADMINISTRATION

Once submitted, your claim is reviewed and processed by:

- Claims Officer
- District Director
- PQD/CGD
- Finance Manager

We endeavour to process your claim within 14 days. Occasions may arise where this is not possible, we will communicate this to you.

SPECIAL CONSIDERATION/VARIANCES

Circumstances may arise where the above guidelines are inadequate. Decisions on whether to deviate from this guidelines rest with the **District Director**, in consultation with the Finance Manager and/or the Trio.

If you believe there are grounds for special consideration, please email the District Director **ASAP**. You are still in most cases required to meet claim deadlines.

NOTES

If you have any questions, please contact the Finance Manager (fm@d90toastmasters.org.au)

Sources of Guidelines:

- Bylaws of Toastmasters International – Article XII, Section 2
- Policy 8.3: District Leader Expenses
- District 90 Continuing Motions (Section D)
- Finance Committee Decisions
- District Director delegated authority

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