



# Reimbursement Form

## District Leader Training

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
STATE \_\_\_\_\_  
PHONE \_\_\_\_\_

DISTRICT \_\_\_\_\_ REGION \_\_\_\_\_  
CITY \_\_\_\_\_  
ZIP/POSTAL CODE \_\_\_\_\_  
EMAIL \_\_\_\_\_

**I am requesting travel reimbursement as a (select one):**

- District Director
- Program Quality Director
- Club Growth Director

**Event (select one):**

- Mid-year Training \_\_\_\_\_  
LOCATION/DATE
- August District Leader Training \_\_\_\_\_  
LOCATION/DATE

**I am requesting travel reimbursement for:**

Date	Description	Receipt Amount (include currency)	FINANCE USE ONLY	WHQ USE ONLY
			Payment	Cost
	Airfare			
	_____ Miles x \$0.14 USD _____			

Please attach appropriate receipts / records

**Certification:**

I hereby certify that the expenses shown above were acquired while performing my duties as indicated above for Toastmasters International. The above information is true to the best of my knowledge.

\_\_\_\_\_  
SIGNATURE

**Please complete page 2**  
(required for reimbursement)

\_\_\_\_\_  
WHQ APPROVAL: DEPARTMENT MANAGER

\_\_\_\_\_  
DATE

Refer to **Policy 8.3**, District Leader Expenses for additional information. Special notes for reimbursements:

Single Mode of Transportation (airfare, rail, etc.):

- ▶ You must provide a copy of receipt and travel itinerary.
- ▶ Reimbursement will cover the cost of the lowest priced available coach-class ticket only.
- ▶ Airline tickets booked through the Toastmasters International selected travel vendor are not reimbursable as the expense is already paid by World Headquarters (WHQ).
- ▶ A member must reimburse WHQ if they receive payment and do not attend the event.
- ▶ Luggage fees will not be reimbursed by WHQ but may be reimbursed by the district, if budgeted.

Mileage:

- ▶ You must provide a document indicating route from a source such as Google Maps or MapQuest.
- ▶ Mileage reimbursement is based on the most direct route and is not to exceed the lowest coach-class airfare. The rate of \$58.5 USD per mile is subject to change depending on the current standard charitable mileage reimbursement rate in effect for federal income tax purposes by the Internal Revenue Service of the United States.
- ▶ A person riding with another person receiving mileage reimbursement cannot also request mileage reimbursement.

**Reimbursement:** USD check for leaders within the United States (mailed to address on page 1)

Wire transfer for leaders outside the United States (complete information below). Some banks charge a wire transfer fee. This fee is not reimbursable by Toastmasters World Headquarters.

Conversion will be done by WHQ using the transaction date. WHQ uses the website OANDA.com to convert payment amount.

The following information is **required** each time you request a reimbursement:

**Destination Country funds will be sent to:** \_\_\_\_\_

**Beneficiary Name (As it appears on Bank Account):** \_\_\_\_\_

**Beneficiary Address:** \_\_\_\_\_

**Beneficiary City:** \_\_\_\_\_

**Beneficiary Postal Code:** \_\_\_\_\_

**Beneficiary Country:** \_\_\_\_\_

**Beneficiary Phone:** \_\_\_\_\_

**Beneficiary Bank Account #:** \_\_\_\_\_

**Beneficiary Bank Name:** \_\_\_\_\_

**Beneficiary Bank ID\* / IBAN or Swift Code #:** \_\_\_\_\_

**Requested Currency in:** \_\_\_\_\_

**Amount:** \_\_\_\_\_

**Purpose of Payment:** \_\_\_\_\_

**\*NOTE: All Wires Must Have One of the Bank ID's Listed Below. This is required on all wires**

- ▶ **IBAN:** (two-digit country code, then two numbers, followed by up to three to five alphanumeric characters) (Most Commonly Used)
- ▶ **SWIFT / BIC:** (is an alphanumeric number containing information that identifies a bank and branch. It can be eight or 11 characters long, depending on which bank office it refers to)
- ▶ **Transit Code/Routing Number/ABA:** (for ACH's in US only - 9 numeric digits long)

Please submit completed form with attached receipts to **training@toastmasters.org** no later than 30 days after the event.  
Late submissions may be denied. Allow three to four weeks processing time for reimbursement requests.

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