REIMBURSEMENT FORM
DISTRICT LEADERS

NAME _____ DISTRICT _____

ADDRESS _____ CITY _____

STATE _____ ZIP/POSTAL CODE _____

PHONE _____ EMAIL _____

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

- ☐ District Governor
- ☐ Lt. Governor Education and Training
- ☐ Lt. Governor Marketing
- ☐ President's Distinguished District Governor
- ☐ Select Distinguished District Governor

Event (select one):

- ☐ Mid-year Training _____ Location/Date
- ☐ August District Leader Training _____ Location/Date
- ☐ International Convention _____ Location/Date

I am requesting travel reimbursement for:

Date	Description	Receipt Amount (include currency)	FINANCE USE ONLY Payment	WHQ USE ONLY Cost Center
	Airfare			
	_____ Miles x $0.56 USD _____			
	Hotel (President's or Select Distinguished Governors only—2 night max)			

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:

Airfare:

- You must provide a copy of receipt and itinerary.
- Reimbursement will cover the cost of the lowest 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.
- A member must reimburse WHQ if they receive payment and do not attend the event.

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 $0.56 USD per mile is subject to change depending on the current 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:

Requested currency _____

Bank name _____

Bank address _____

Name as it appears on account _____

Account number _____

IBAN number (required for European countries) _____

Routing number (Swift Code) _____

BIC Code (if applicable) _____

BSB Code (required for Australia) _____

IFSC number (required for India) _____

Please submit completed form with attached receipts to districts@toastmasters.org no later than 30 days after the event. Late submissions may be denied.

Toastmasters International • P.O. Box 9052 • Mission Viejo, CA 92690 • USA

Allow three to four weeks processing time for reimbursement requests.