

NEW HIGHLIGHTS AND LIMITS FOR 2010-11

1. The District Governor must approve any expenditure of \$100.00 or more by any District officer or committee chair in advance even if the planned expenditure is in the budget.
2. All reimbursements must include receipts for each item and submitted with the District 6 Expense Report form, and signed in order to complete the reimbursement.
3. Reimbursements for administrative costs for Area and Division Governors:
 - Area Governors maximum annual limit \$25
 - Division Governors maximum annual limit \$50
 - Acceptable costs include photocopies, stamps, fax charges, and telephone calls.
 - Unacceptable costs include costs for food or beverages.
 - Note: District 6 will purchase contest kits for AG/Div Governors.
4. Reimbursement for contests and awards for Area and Division Governors:
 - Area Governors:
 - 1) Maximum limit for fall contests \$40
 - 2) Maximum limit for spring contests \$40
 - 3) Maximum limit for Area Toastmaster of the Year \$30
 - Division Governors:
 - 1) Maximum limit for fall contests \$50
 - 2) Maximum limit for spring contests \$50
 - 3) Maximum limit for Division Toastmaster of the Year \$30
 - 4) Maximum limit for Division Area Governor of the Year \$30
5. Reimbursement for lodging:
 - If you travel round trip for District business functions in excess of 500 miles, reimbursement of lodging for 1 night up to \$100.
 - These include District training sessions in June, August, November, January, March and May.
 - This does not include lodging for TELIs, Spring/Fall conferences, TI conventions, or area/division contests.
6. Reimbursement for regular mileage for Area and Division Governors:
 - Area Governors annual limit \$200
 - Division Governors annual limit \$200
 - This mileage reimbursement will be based on a rate of \$.30 for trips in excess of 25 miles.
 - Acceptable trips include required club visits by Area Governors, officer-training sessions and only to TELIs if they are in the role as a trainer.
 - This does not include travel to TELIs if not in role of trainer, Spring/Fall conferences, TI conventions, or area/division contests.
7. Division TELIs:

Reimbursement of speaker fees, travel, room up to \$150. Divisions can sponsor up to two TELIs (during the club officer training rounds.)
8. Division End of Year Recognition:

Reimbursement for awards, speaker, room fee hosted by the division up to \$100.00.
9. Committee Chairs:

Reimbursement for travel up to \$100.00 and \$50.00 for supplies.
Speechcraft Youth Leadership Club Coach Trainer Speakers Bureau
10. District Gov. Elect:

Incoming District Leadership Badges - \$1,500.00
District Gov. Pins - \$1,500.00

Please submit your expenses within 14 days after you incurred them. Please feel free to contact Stephen Shaner or Terry Ragan if you have any questions. tragan@gmail.com or (C) 507-421-8667.