

DISTRICT SIX EXPENSE REPORT FORM

NAME _____ TITLE _____ DATE _____
 STREET _____ AREA # _____ DIVISION _____
 CITY _____ STATE _____ ZIP _____ PHONE # _____

❖ Must attach receipts or proof of expenses to this form, except for mileage claim. (See back of form for account codes).

TRAVEL: **List the purpose of each trip.** List total miles for each round trip; subtract 25 miles, then times 30 cents per net miles.

Account Code	Date	From City	To City	Total Miles	Less 25 miles	Net miles
					-25 =	
Purpose of trip				@ \$.30 per mile	Amount	

Expense Code	Date	From City	To City	Total Miles	Less 25 miles	Net miles
					-25 =	
Purpose of trip				@ \$.30 per mile	Amount	

For long distance telephone calls please attach a copy of the bill and list below the date, person called and purpose of the call. Use for other expenses like postage, printing, envelopes and office supplies used in carrying out your Toastmasters duties.

Account Code	Date	Person Called or Company Purchase was Made From (Exp. John Doe or Staples)	Purpose of call or Expense Item (Exp. Area 0 Fall Contest Trophies)	Amount claimed
Claimant's Signature			Total of expenses claimed>>>	

Claimant MUST attach proof of cost being claimed and SIGN the expense form to receive payment.

Check Number	Date	District Governor's Signature	District Treasurer's Signature
Year		Or Lt. Gov. of Education & Training	Send to: Terry Ragan 1848 36 th Street NW Rochester, MN 55901-0564

Form and receipts can be scanned and e-mailed to tlrangan@gmail.com

INSTRUCTIONS

1. If your expected expense will exceed \$100, you must get advance approval for the expense item from the District Governor even though it may be within your approved annual budget.
2. Your bills and receipts must be attached to this form to qualify for reimbursement.
3. Use the accounting codes below to categorize the expenses listed on the front. Codes in () are not currently being used; they are covered under other categories in the budget.
4. **Submit your expenses within fourteen (14) days;** we have to know promptly what our expenses are and we want to reimburse you promptly!

DISTRICT SIX ACCOUNTING CODES

<p><u>A</u></p>	<p><u>Membership and Club Extension</u> Telephone Referral Service (A110) Trophies and Awards (A120) District Governor Pin and Plaque (A130) District Officer Badges (A140) Club/Member Assistance (A150) New Clubs & Retention (A160) Membership Recruitment (A170) State Fair Promotion (A175) Club Bulletin (A180) Billboard (A190) Promotion/Publicity (A200) Speechcraft (A210) Success Leadership (A220) Youth Leadership (A230) High Performance Leadership (A240) District Website (A250)</p>	<p><u>E</u></p>	<p>District Communication; copies/printing/postage (E140) Bulk Mail Permit (E150) Idea Fair (E160) Data Coordinator (E170) District Governor (E180) District Gov. Elect Badges, Pins, & Bussiness Cards (E185) Lt. Governor Education & Training (E190) Lt. Governor Marketing (E200) Public Relations Officer (E210) District Secretary (E220) District Treasurer (E230) District Sergeant at Arms (E240) Area Governors; copies, stamps and supplies (E250) Division Governors; copies, stamps and supplies (E260) Education Recognition (E270)</p>
<p><u>B</u></p>	<p><u>Communications & Public Relations</u> Bulletin-Printing (B110) Bulletin-Postage (B120) Bulletin-Other (B130) Directory-Printing (B210) Directory-Postage (B220) Directory-Other (B230)</p>	<p><u>F</u></p>	<p><u>Travel</u> District Governor (F110) Lt. Governor Education & Training (F120) Lt. Governor Marketing (F130) Public Relations Officer (F140) Area Governors (F150) Division Governors (F160) Region IV Mid-Winter (F210) Region IV Conference (F220) Region IV Speech Contestant (F230) International Convention (F240) International Speech Contestant (F250) Intra-district Travel (F260)</p>
<p><u>C</u></p>	<p><u>Officer Training-Club, Area, Division</u> Club Officer Training (C110) Area Governor Training (C120) Division Governor Training (C130) District Executive Meetings (TELI) (C140) Steering Committee Meetings (C150) Education Programs (C160)</p>	<p><u>G</u></p>	<p><u>Other</u> Photography (G110) Video Taping (G120) Historian (G130) International Director Visit (G140) Charter Frames (G150) Memorial Fund (G160) Cookbook (G170) Other Expense (G180)</p>
<p><u>D</u></p>	<p><u>Speech Contests and Awards</u> Area Awards and Certificates D110) Division Awards and Certificates (D120) District Awards (D130) Area, Division, District Contest Forms (D140)</p>	<p><u>X</u></p>	<p><u>Fall Conference</u> Fall Conference Expenses (X110)</p>
<p><u>E</u></p>	<p><u>Administrative</u> Equipment (E110) Stationery (E120) Dues are Due Cards; printing/postage (E130)</p>	<p><u>Y</u></p>	<p><u>Spring Conference</u> Spring Conference Expenses (Y110)</p>