

# REIMBURSEMENT FORM

## DISTRICT LEADERS



NAME	DISTRICT	REGION
ADDRESS	CITY	
STATE	ZIP/POSTAL CODE	
PHONE	EMAIL	

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

- ☐ District Director
- ☐ Program Quality Director
- ☐ Club Growth Director
- ☐ President's Distinguished District Director
- ☐ Select Distinguished District Director

### 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	WHQ USE ONLY
			Payment	Cost Center
	Airfare			
	_____ Miles x \$0.535 USD _____			
	Hotel (President's or Select Distinguished Directors 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
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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 \$0.535 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.

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- 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)** \_\_\_\_\_

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**Please submit completed form with attached receipts to [training@toastmasters.org](mailto:training@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.*