

District 19

Open House Reimbursement Procedures

(also includes Youth Leadership, Speechcraft, or Talent Showcase)

Open House – two separate events can be held per Toastmaster year, costs reimbursed up to \$50 each.

Youth Leadership – costs not passed on to participants can reimbursed up to \$50 for the event.

Speechcraft – costs not passed on to participants can reimbursed up to \$50 for the event.

Talent Showcase – costs not covered by admission fees can be reimbursed up to \$100 for the event.

Items eligible for reimbursement include food, room rental, advertising, educational materials, etc. Receipts are required to support all reimbursements. No member can be reimbursed for his or her time spent organizing or presenting at the event. If participants/guests are charged a fee to attend, only amounts spent over the amount covered by registration fees may be reimbursed.

Procedure for reimbursement:

- Club plans event, including advertising to encourage guests to attend. Advertising can be targeted to a specific group(s), but one goal of the event should be membership building.
- Club representative emails Club Growth Director (Marilyn McConkey Boyles at tm.marilyn.mb@gmail.com) for approval of event with the following:
 - Club name & number
 - Type of event & brief description
 - Date and time of event
 - How will event be advertised/promoted
- Hold event as scheduled.
- If member requesting reimbursement has Concur (a current or former DEC member), reimbursement can be made directly through Concur after uploading valid receipts including approval email.
- If member requesting reimbursement is not a Concur user, member contacts the Finance Manager (Carrie.Dostal.tm@gmail.com) and provide the following:
 - Club name & number
 - Name of payee (club or, if member, include role in club)
 - Address to send check
 - Brief synopsis of event – how many guests attended or other feedback
 - Receipt(s) for items to be reimbursed.
 - If your receipts add up to less than \$50 (\$100 for talent showcase) the entire amount will be reimbursed.
 - If your receipts add up to more than \$50 (\$100 for talent showcase) you will receive \$50.