TOASTMASTERS INTERNATIONAL

District 91 Finance Guide

Toastmasters Term: 2026-27

Last Update: 18/07/2026 (Violet Karamagi)

Contents

Where does the money come from?

All Districts funds, regardless of the source of those funds, are Toastmasters International funds.

25% of membership dues the District pays to Toastmasters International are returned to the District.

This sum is the basis of the 'District Revenue' and is entrusted to the **District Leadership Team** (DLT).

The DLT produces a budget based on this figure in order to carry out the District mission: **"We build new clubs and support all clubs in achieving excellence."**

Toastmasters International states: *Any use of District funds that is not authorized and is not consistent with the District's mission is a **violation** of the California Charitable Trust Act and is illegal.*

General Principles - Expense Claims

Please follow the following principles when claiming expenses: continued on next page..

The **Report Names** must be in the prescribed format (as outlined in the Concur Guide 2026-2027).

All expense claims must include (i) **adequate narrative/commentary** describing the expenses. incurred and (ii) relevant receipts or invoices attached.

A credit card or bank statement snapshot showing the amount spent is NOT an acceptable supporting document.

Mileage claims must include journey details, the purpose of journey plus a map of the journey attached.

Contactless (journeys paid for by debit/ credit cards or apple/ google pay) – Please create a Contactless Account on the TFL website so you can obtain a print-out or screenshot of the journey details specific to your Toastmasters travel.

General Principles - Expense Claims continued…

The correct **Expense Types & Reporting Codes** must be used when claiming expenses on Concur.

All expense claims MUST be submitted **within 30 days** of incurring the expense.

Every expense **above £350** MUST be pre-approved by the District Director and the Program Quality Director and attached to the claim.

Exceptions: *Any exceptions leading to a variation of this policy must be authorised by the District Director.*

However, please note that these cannot contravene Toastmasters International regulations.

Specific Expenses - Travel

Some travel expenses are reimbursable when attending **Official Toastmasters Business**.

Public transport (Trains, Buses etc)
Public transport is the preferred method of travel and must be utilised where possible & cost effective. Standard class tickets must be purchased/used.

Usage of Personal Vehicle (Mileage)
Where a personal vehicle is utilised, apply a mileage rate of **55p per mile** for resulting expense claims. Claims must be supported with (i) details of the trip purpose and (ii) a map of the journey.

Parking
Parking charges ***may be*** reimbursed on a case-by-case basis. However, if the car journey exceeds the reasonable travel route that could be made by public transport, your claim might be rejected.

Congestion Charges & Ultra Low Emission Zones (ULEZs) are NOT reimbursable.

Specific Expenses - Travel continued…

Official Toastmasters Business means travel to:

Clubs, for purposes of Area Director, Division Director, or District Leaders **visits** to give out awards, official club visits (i.e. AD reports twice a year only), supporting clubs special events such as charter celebrations, charter dinners or anniversary meetings.

Area and Division Club Officer Training when delivering **training** only.

Area and Division **Contests** of the Area/Division you are leading.

District Council and District Executive Council Meetings **(DEC)** and District Officer Training **(DOT)**.

Demonstration Meetings for New Clubs only if taking part as a speaker or functionary.

Where travel to DEC, DOT, DLT meetings exceeds **3 or more hours** to get to the venue, the District will **fund** accommodation to enable travel the day **before** the training/meeting. *Please note that there is a cap on the accommodation reimbursement if it is booked directly.* ***Please speak to the Finance Manager before booking overnight accommodation, otherwise your overnight claim will not be approved.***

Perpetual Trophies

The District will ONLY **fund** the purchase of trophies for **new** Divisions.

The District will not fund the purchase of trophies for contestants to keep.

If Divisions or Areas decide to have trophies for contestants to keep, these should be funded out of ticket sales or club contributions for the contests.

District Conference May 2027

District Executive Committee members will receive **a discount towards** the cost of their ticket for attending the District Conference (during which the District Council Meeting is held) plus travel expenses (**excluding accommodation**) assuming they register and attend the District Council meeting.

Note: only travel expenses can be claimed by those District leaders only attending the District Council Meeting (who have NOT purchased a ticket to attend the entire District Conference).

Subsistence allowance while on District business

Where a member of the District Executive Committee is undertaking **Official Toastmasters Business** that requires them to be away from home for more than 12 hours, they may claim **up to £20** as reimbursement for food and drink expenses for each applicable day.

Note: this does not apply where catering is provided. For example, at District Officer Training events or the District Conference.

Area Budgets & Expenses

Each **Area Director has an allowance of up to £250*** to spend during the Toastmasters year on supporting clubs within his/her Area.

This allowance can be **spent on** the following:

Venue hire and limited refreshments for Club Officer Training **(COT)**. Printing and **copying training materials**. *(free digital materials must be used where possible)*. **Advertising** in the newspapers, magazines or on radio.

Marketing materials obtained from local suppliers or from World Headquarters. If sourced locally, the Toastmasters visual **brand guidelines** must be adhered to, and professional printers must be used. Marketing materials <u>must be available to all clubs</u> in an Area/Division and not just to a single club. To avoid wastage, only give Area-bought materials to the clubs that want them.

*Note: this allowance may be increased on a case-by-case basis, and a **pre-approval** must be requested before confirming the activity.*

Area Costs NOT Claimable - Contests

Area contest costs are generally not claimable. However, the District may be able to offer support where it is challenging.

Area Directors are advised to use one of the following **options**:

Encourage **clubs to take turns hosting** the area contests.

Hire a venue and **divide** the entire contest cost between all the clubs taking part in the area. *<u>Note: Club members have to agree to this prior to the event.</u>*

Find a **free** venue.

Ask attendees to pay a **small fee**.

Area Costs NOT Claimable - Other

Area Budgets must **not** be used to fund:

- Subscriptions such as Meet-Up, Zoom, etc.
- Club-specific costs, member dues or charter fees.
- Speechcraft, Youth Leadership Program, materials and any related costs.
- Member entertainment events – social events should cover their costs from attendees.
- Speakers' fees.
- Car rental, taxis (Unless a DEC/DOT venue is far from a station).
- Room service and charges relating to personal use.
- Costs already covered by prepaid travel cards for personal use (e.g. season tickets).
- Duplicate claim on shared hotel rooms or journeys.
- Postage for delivery of items (Trophies, Hall of Fame Awards, Pins, etc.) to a location outside the District will not be covered. When the recipient is overseas/outside District 91, the item should be delivered to the Club the member is affiliated to, in District 91.
- Social events (including but not limited to Gala Diners, Hall of Fame, social drinks, networking)

Area Costs NOT Claimable - Other continued

Also note that Toastmasters International has a set of **protocols, in particular protocol 8.4, and guidelines** which MUST be followed when it comes to finance and claiming expenses. Cash and cash equivalents are not permitted. However expenses that are essentially personal gifts must provide no more than “incidental private benefit” and must have a reasonable relationship to activities that directly support the mission. Examples are tokens of appreciation, expressions of sympathy and modest incentives.

The following examples are representative of non-routine expenses, but are not all-inclusive.

Category	Limit
Tokens of Appreciation	• Thank You cards • Flowers up to $25 USD • Toastmasters gift certificates • Toastmasters products • Gifts up to $25 USD
Expressions of Sympathy	• Sympathy cards • Flowers up to $25 USD
Incentives	• Toastmasters products • Toastmasters gift certificates • Registration (i.e. Conference, TLI)

Division Budgets & Expenses

Each **Division Director has an allowance of up to £750** to spend on supporting clubs within their Division.

This allowance can **be spent on** the following:

Venue hire, including light refreshments for special **educational events** (> 4 hours).
Venue hire, including light refreshments for **Division contests**. Ideally these events should be ticketed.

Refer to pages 13 & 14 for items NOT claimable.

*Note: all expenses with a **value of over £350** must be pre-approved by the District Director and the Program Quality Director.*

*Note: we strongly recommend that Division conferences are **ticketed events** that cover their own costs. This enables day-long events with educational workshops, keynotes and a Hall of Fame to be organised.*

District Incentives - Overview

Throughout the year the District will offer a range of **incentives** where clubs are awarded financial prizes for achieving set objectives.

Incentives are the District's way to **reward** you and your clubs for **membership growth** & delivering a **quality club experience**.

These financial rewards can be **claimed by clubs** to spend on any of the following club expenses.
Meeting **Room** Hire, **Supplies** such as stationery, **Zoom** Subscription, Toastmasters **Shop** (https://www.toastmasters.org/shop).

Officer(s) of the **Clubs achieving** an incentive will **be contacted** by a District 'Trio' Member **via email**.

As adding every single club officer into the **Concur expense system** is impractical, only **Treasurers** of winning clubs will be given a Concur User ID.

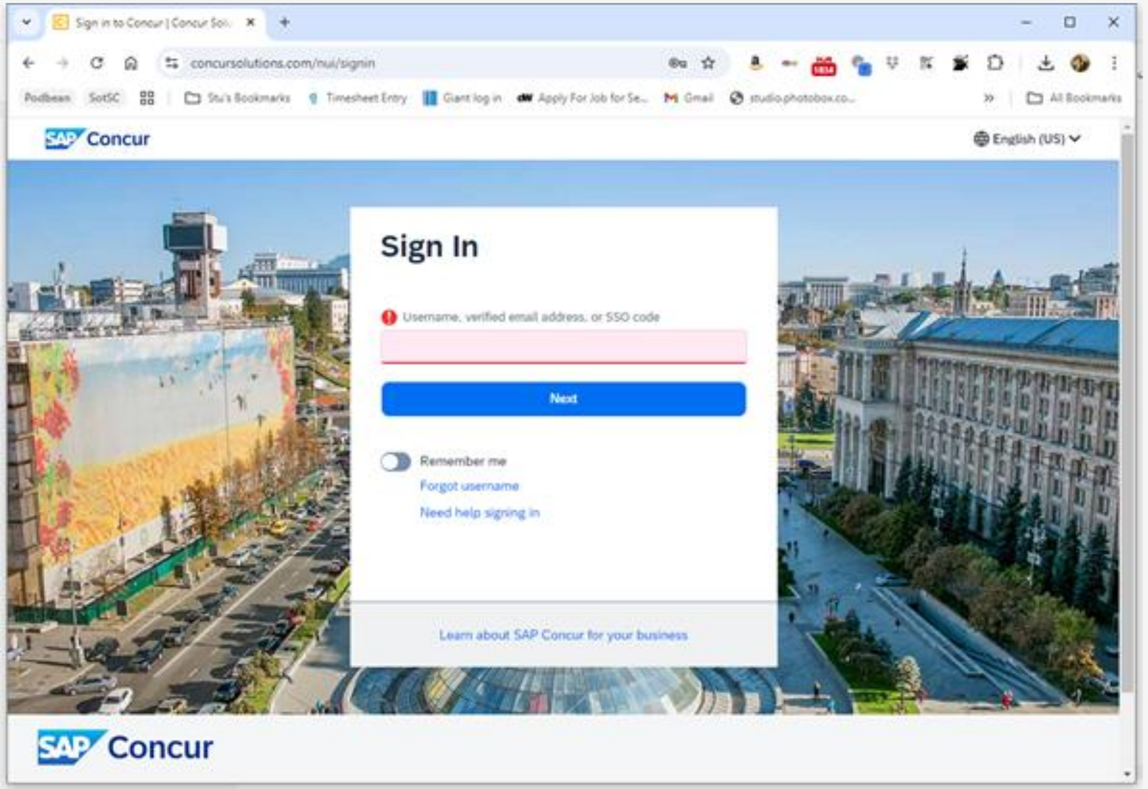
Note: any exceptions must be pre-authorised by the District Finance Manager

Using the Concur Expense System

Concur is the **Expense Management system** used by Toastmasters International for the **Submission** of Expense Claims and the **Approval** of Expense Claims.

Refer to the **Concur D91 Finance Guide 2026/2027** for detailed explanation on the following:

- User request setup & registration
- Completing your user profile
- Login and how to submit a claim



You can **access** Concur using the following link:
www.concursolutions.com