

DISTRICT 224 | 2026-27

Reimbursement Filing

A guide to claiming District, Division and Area expenses

Ankita Jain

District Finance Manager

Whose Money Is It?

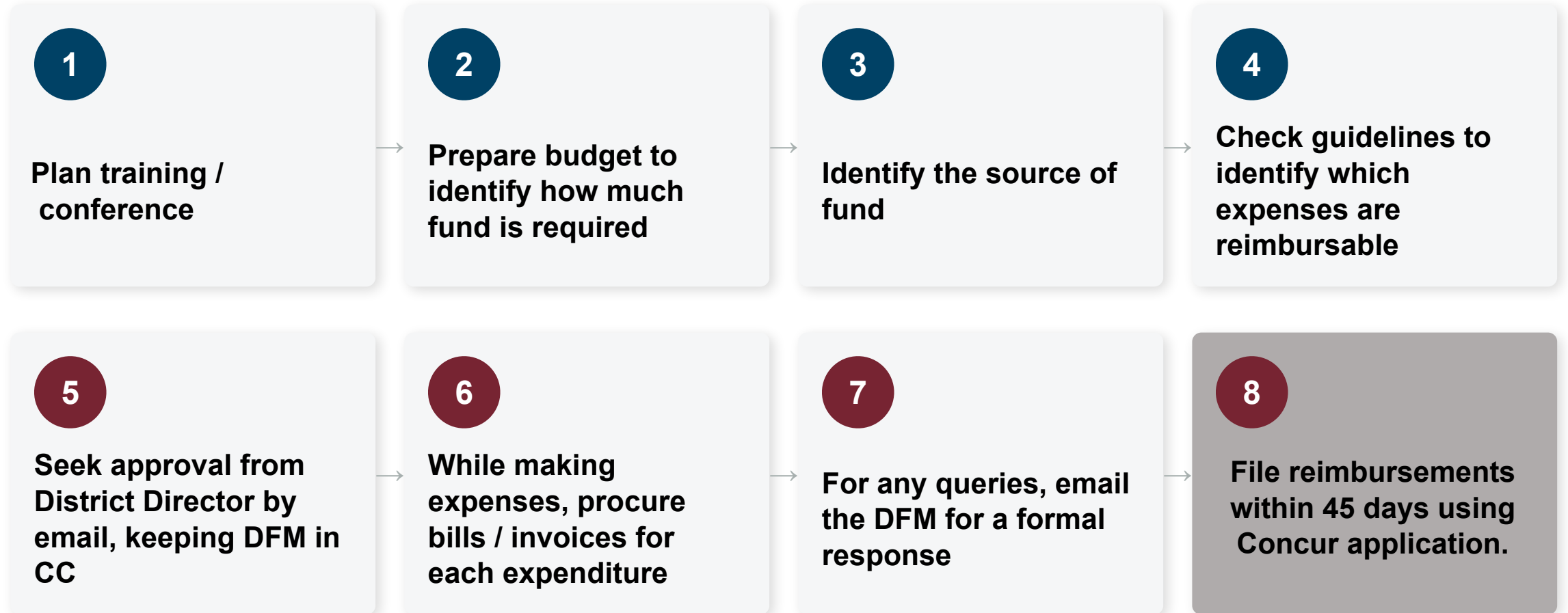
All District, Division, Area and Conference funds, regardless of source, are **Toastmasters International funds**, and are to be used to carry out the Toastmasters International and District missions.



PART ONE

How to Claim Reimbursements?

1. Reimbursement Process



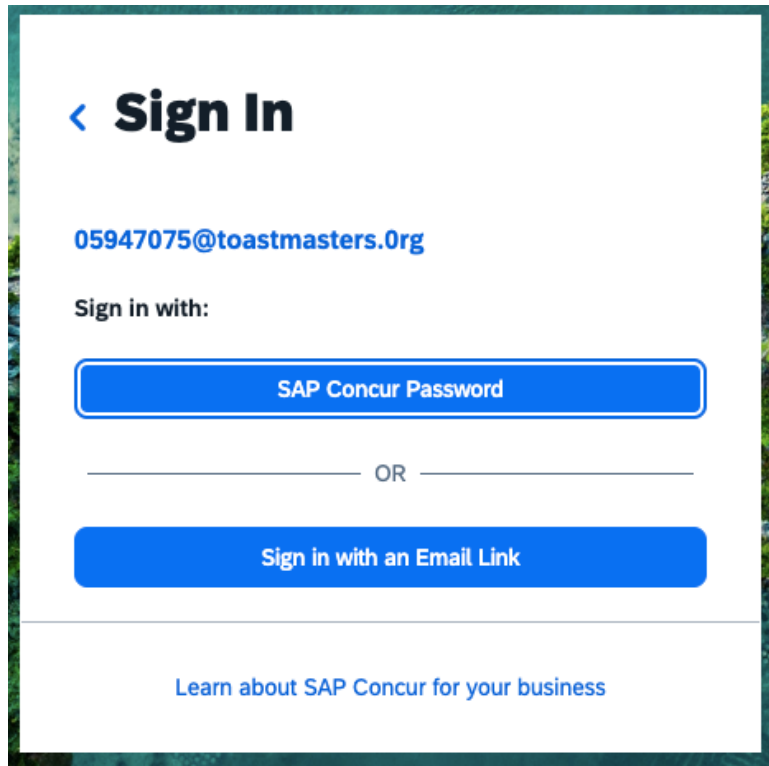
Applications required

1. Concursolutions/ Concursolutions.com

2. Google/ Microsoft Authenticator

CONCUR ACCOUNT SET-UP – 9 STEPS

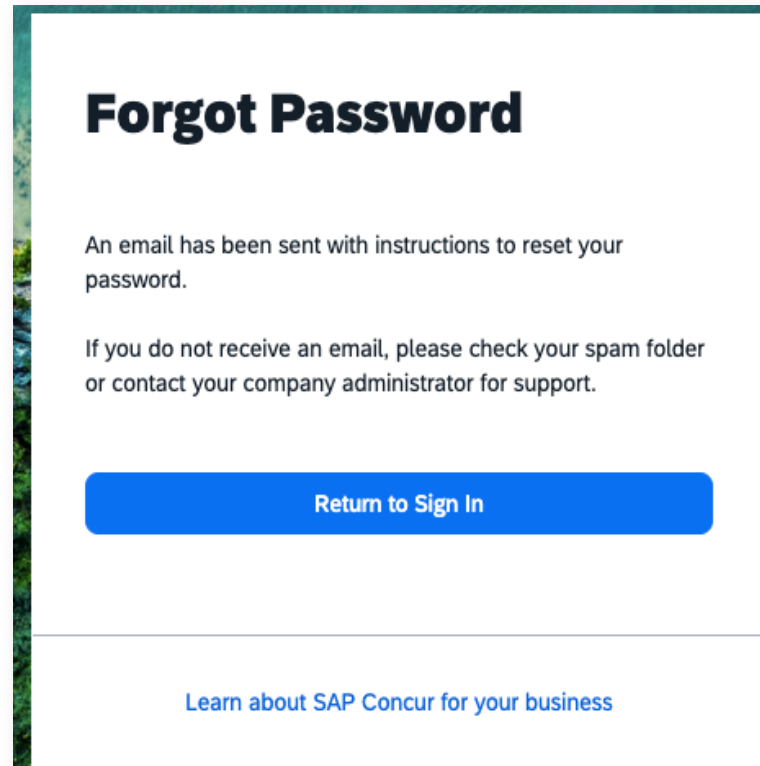
1



The screenshot shows the SAP Concur Sign In page. At the top left is a back arrow and the text "Sign In". Below this is the email address "05947075@toastmasters.Org". Underneath is the text "Sign in with:". There are two blue buttons: "SAP Concur Password" and "Sign in with an Email Link", separated by a horizontal line with the word "OR" in the center. At the bottom, there is a link that says "Learn about SAP Concur for your business".

Open Concursolutions.com

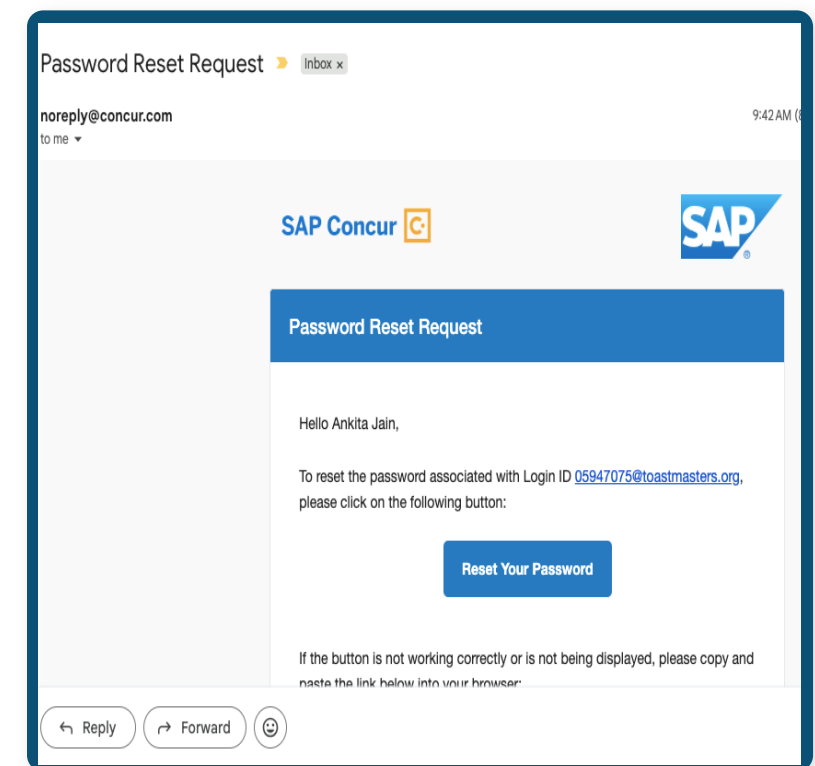
2



The screenshot shows the SAP Concur Forgot Password page. At the top is the heading "Forgot Password". Below it is the text "An email has been sent with instructions to reset your password." followed by "If you do not receive an email, please check your spam folder or contact your company administrator for support." There is a large blue button labeled "Return to Sign In". At the bottom, there is a link that says "Learn about SAP Concur for your business".

Click Forgot password

3

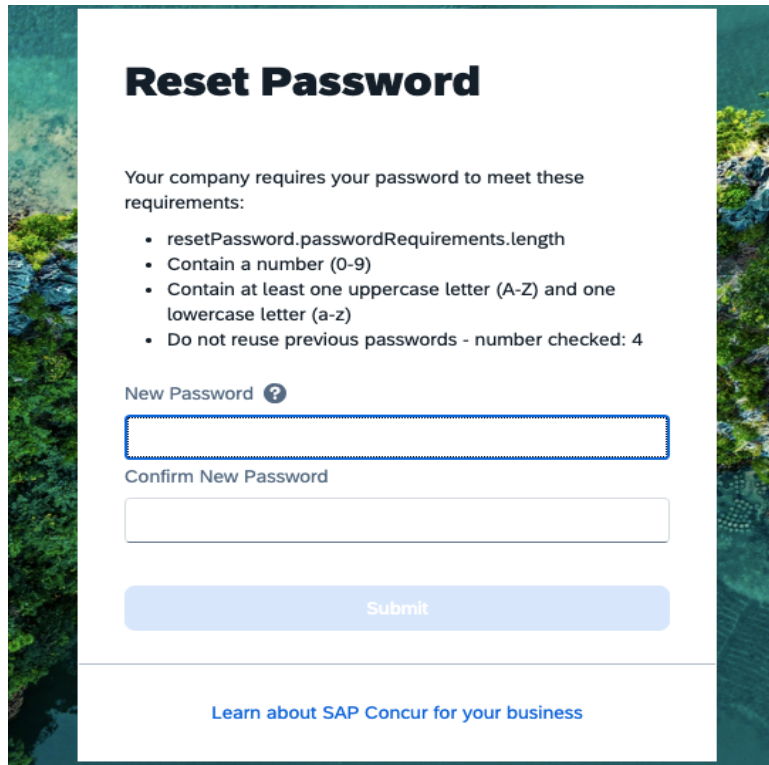


The screenshot shows an email titled "Password Reset Request" from "noreply@concur.com". The email body includes the SAP Concur logo and the SAP logo. It says "Hello Ankita Jain," and "To reset the password associated with Login ID 05947075@toastmasters.org, please click on the following button:". There is a blue button labeled "Reset Your Password". At the bottom, it says "If the button is not working correctly or is not being displayed, please copy and paste the link below into your browser:". The email interface shows "Reply" and "Forward" buttons at the bottom.

Email – Reset password

CONCUR ACCOUNT SET-UP – 9 STEPS

4



Reset Password

Your company requires your password to meet these requirements:

- resetPassword.passwordRequirements.length
- Contain a number (0-9)
- Contain at least one uppercase letter (A-Z) and one lowercase letter (a-z)
- Do not reuse previous passwords - number checked: 4

New Password ?

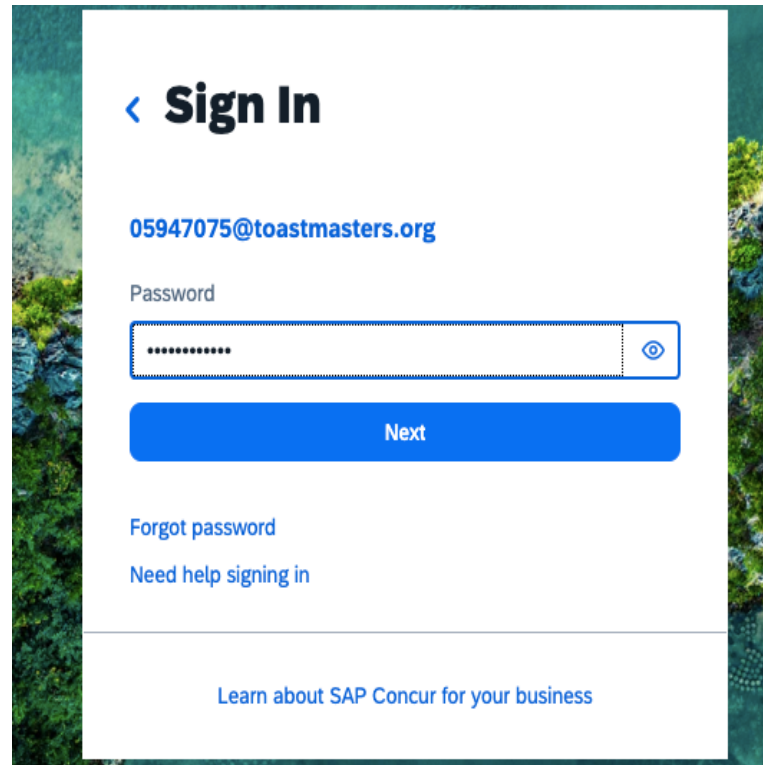
Confirm New Password

Submit

[Learn about SAP Concur for your business](#)

Add a new password

5



< **Sign In**

05947075@toastmasters.org

Password

Next

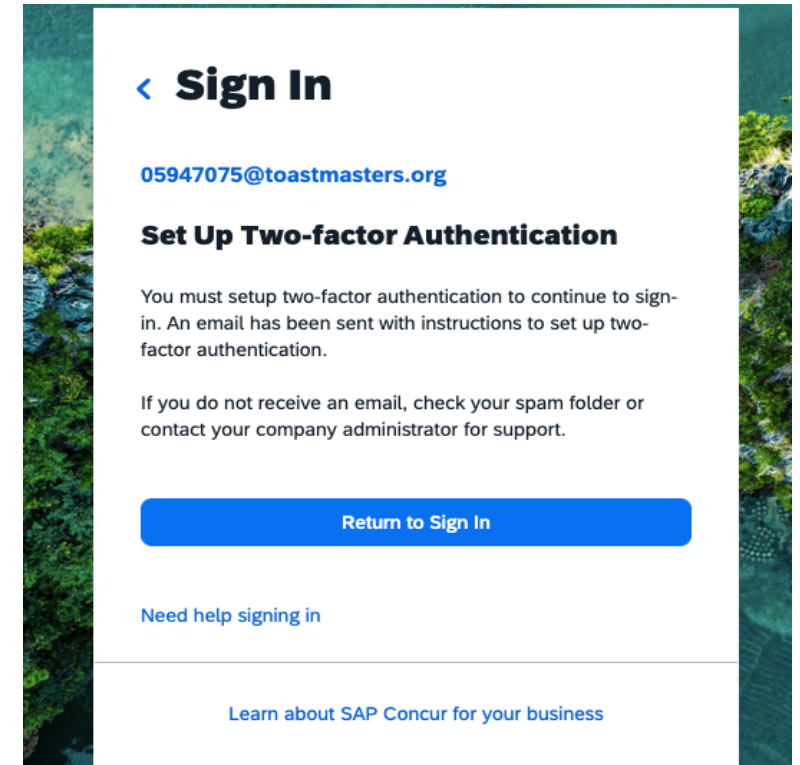
[Forgot password](#)

[Need help signing in](#)

[Learn about SAP Concur for your business](#)

Sign In page

6



< **Sign In**

05947075@toastmasters.org

Set Up Two-factor Authentication

You must setup two-factor authentication to continue to sign-in. An email has been sent with instructions to set up two-factor authentication.

If you do not receive an email, check your spam folder or contact your company administrator for support.

Return to Sign In

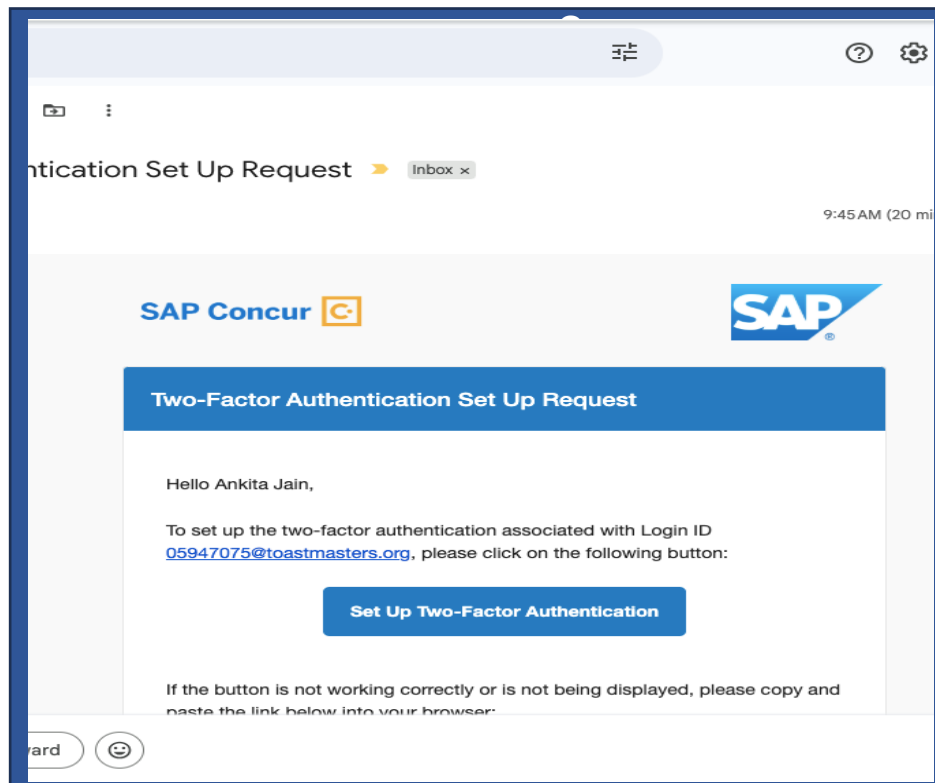
[Need help signing in](#)

[Learn about SAP Concur for your business](#)

Authentication Page

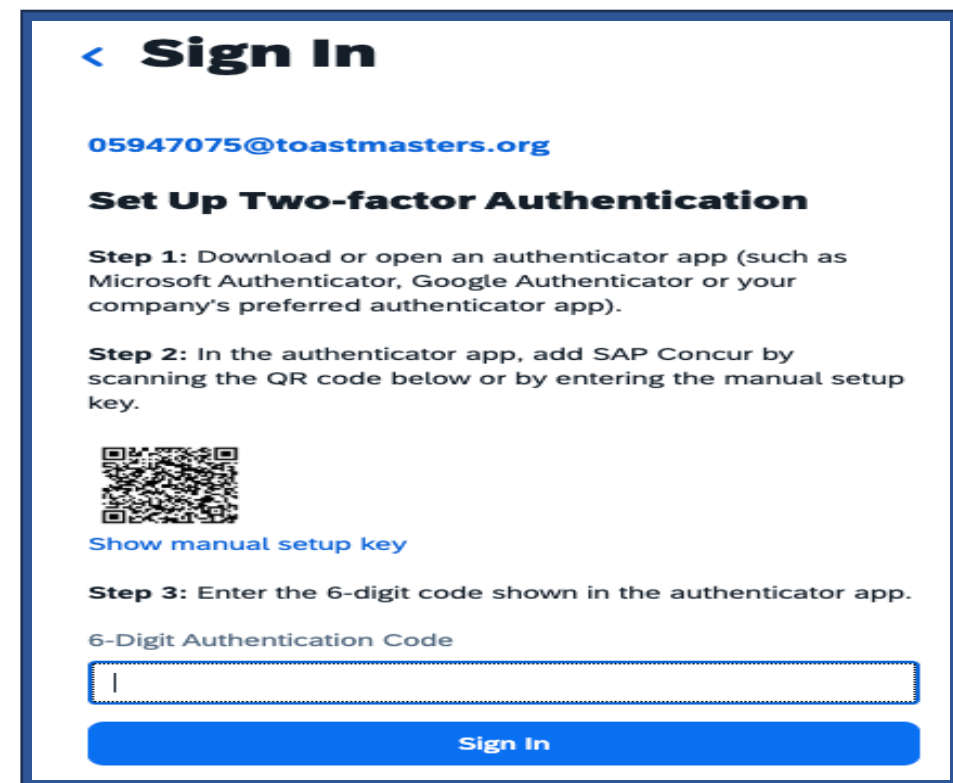
CONCUR ACCOUNT SET-UP – 9 STEPS

7



Email – Registered with TM

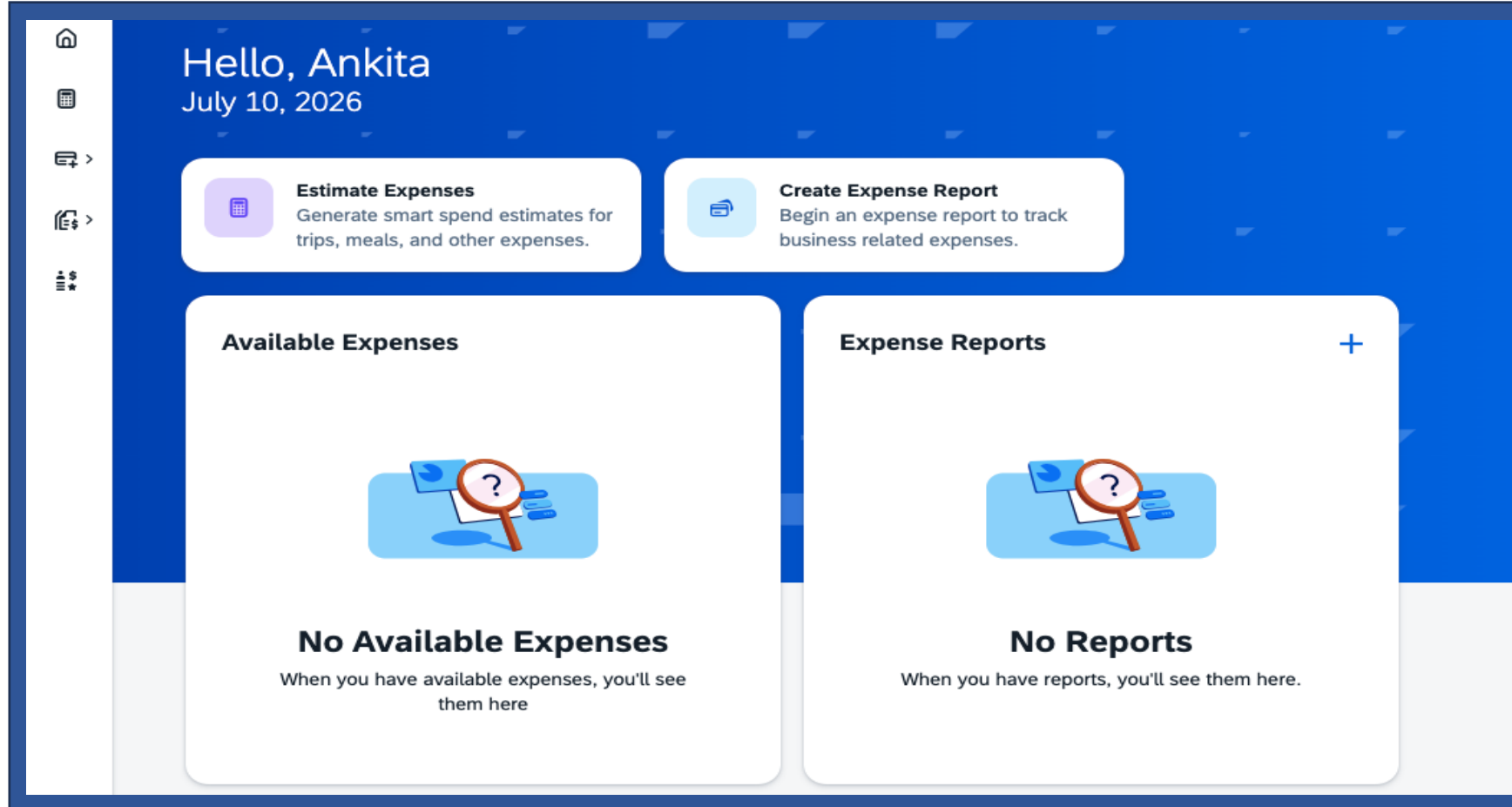
8



“+” Scan QR and add code/key

CONCUR ACCOUNT SET-UP – 9 STEPS

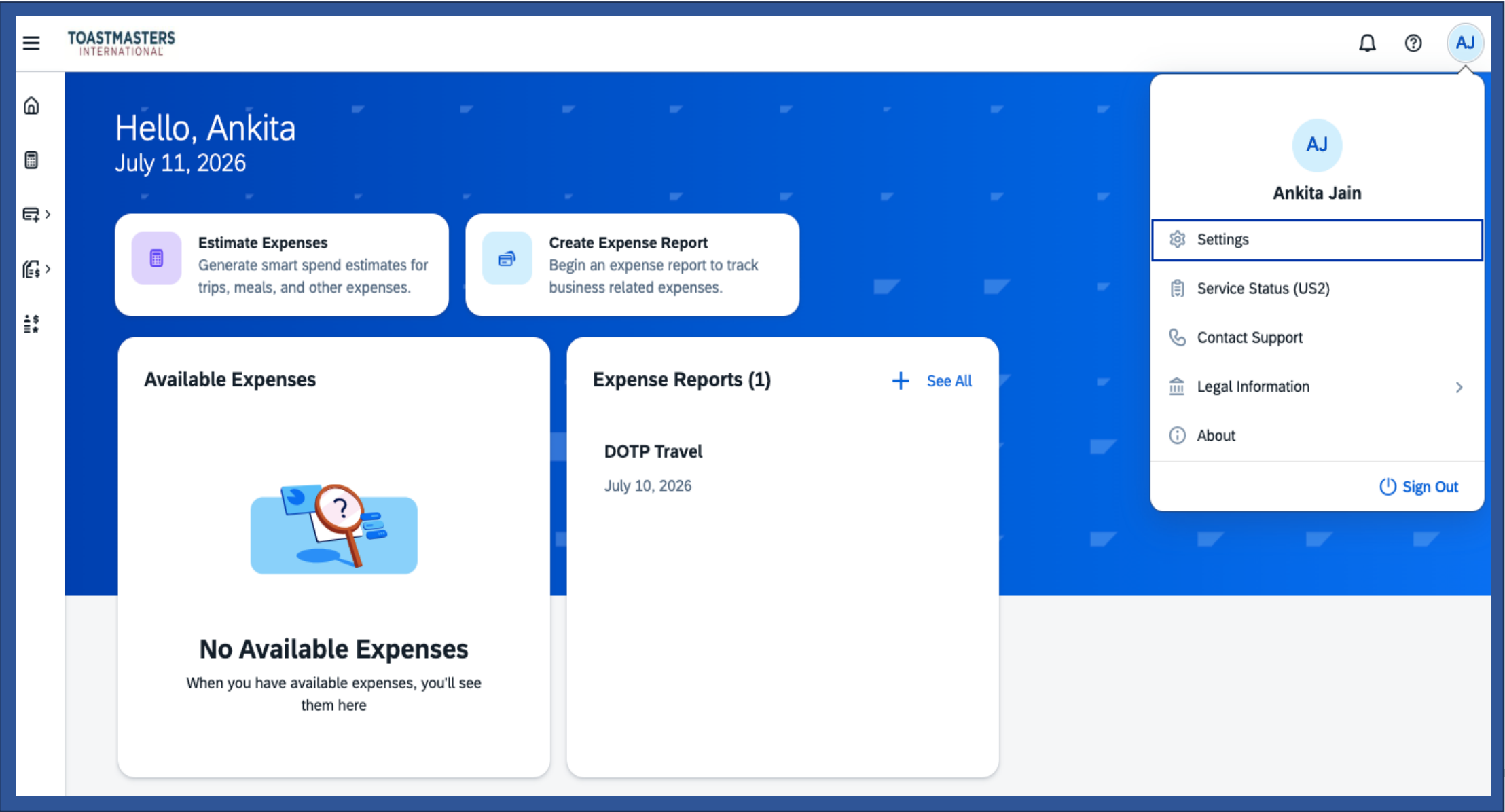
9



Concur Home page

CONCUR BANK INFORMATION SET-UP – 3 STEPS

1



CONCUR BANK INFORMATION SET-UP – 3 STEPS

2

The screenshot shows the 'Your Information' section of the Concur settings page. The left sidebar contains navigation links for 'Your Information', 'Expense Settings', and 'Other Settings'. The main content area is divided into three columns: 'Profile Options', 'System Settings', and 'Expense Delegates'. The 'Profile Options' column is currently active, showing options for 'Personal Information', 'Bank Information', 'Expense Preferences', and 'SAP Concur Mobile App'. The 'System Settings' column shows options for 'System Settings', 'Concur Connect', 'Change Password', and 'SAP Concur Mobile App'. The 'Expense Delegates' column shows options for 'Expense Delegates' and 'Change Password'.

TOASTMASTERS INTERNATIONAL

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

Expense Settings

- Expense Information
- Bank Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Favorite Attendees
- Expense Credit Cards

Other Settings

- System Settings
- Concur Connect
- Change Password
- SAP Concur Mobile App

Profile Options

Select one of the following to customize your user profile.

Personal Information

Personal Information

Bank Information

Bank Information

Expense Preferences

Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

SAP Concur Mobile App

Set up access to Concur on your mobile device

System Settings

Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Expense Delegates

Delegates are employees who are allowed to perform work on behalf of other employees.

Change Password

Change your password.

CONCUR BANK INFORMATION SET-UP – 3 STEPS

3

←

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↺

us2.concursolutions.com/expense/profile/EmpBankInfo.asp

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TOASTMASTERS
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Your Information
[Personal Information](#)
[Company Information](#)
[Contact Information](#)
[Email Addresses](#)

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Expense Settings
[Expense Information](#)
[Bank Information](#)
[Expense Delegates](#)
[Expense Preferences](#)
[Expense Approvers](#)
[Favorite Attendees](#)
[Expense Credit Cards](#)

⚙️

Other Settings
[System Settings](#)
[Concur Connect](#)
[Change Password](#)
[SAP Concur Mobile App](#)

Bank Information

Bank Country/Region *
INDIA

Bank Currency
India, Rupee

IFS Code *

Re-Type Bank Account Number *
✖ This field is required

Bank Name *

Active *
Yes

Full Legal Name of Account Owner *

Address Line 2

City *

State *

Postal Code *

Bank Account Number *

Status

Address Line 1 *

Save

☐ I authorize the use requirement below

To receive reimbursements, please add your bank account information.

Enter your account information and then click **Save and Authorize**. Your information will then need to be confirmed by the bank. This is an automated process but you can check the status of the confirmation on this page. A bank account must be added and confirmed before you submit and expense or request for reimbursement.

Your data will be encrypted and your full account number cannot be viewed or accessed by anyone.

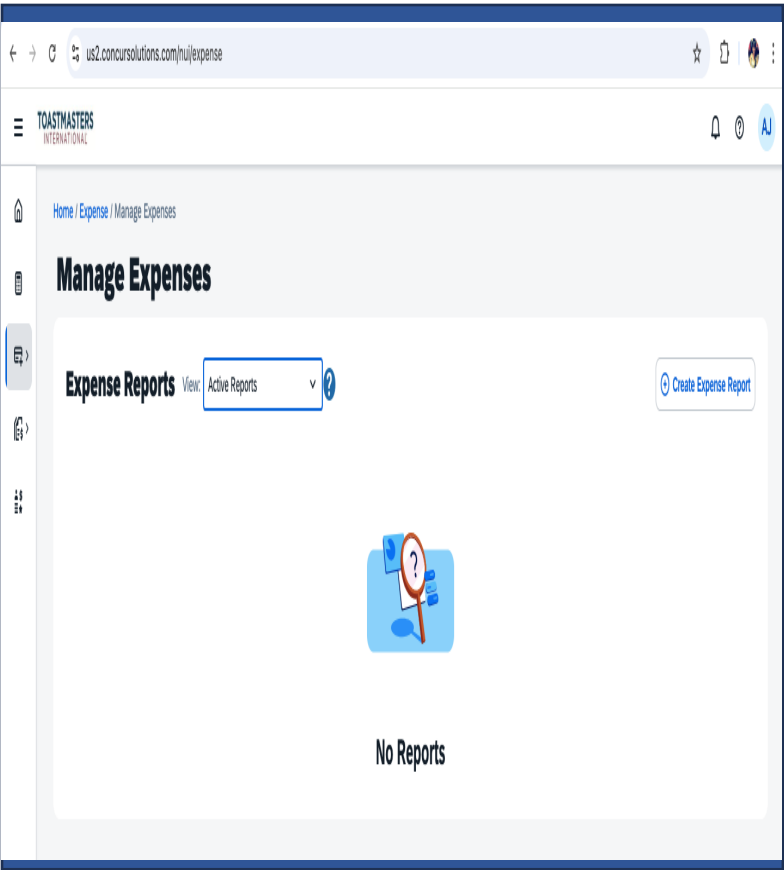
Privacy Statement for SAP Concur
<https://www.concur.com/en-us/privacy-policy>

Close

You hereby (1) authorize direct deposit into your bank account for funds due to you from your employer using electronic funds transfer (EFT) payment services provided by Convera or any of its affiliates, (2) represent that the information that you enter is accurate and complete in all respects, and (3) agree that you are solely responsible for ensuring that all such information remains accurate and complete in all

FILING YOUR EXPENSE – 7 STEPS

1



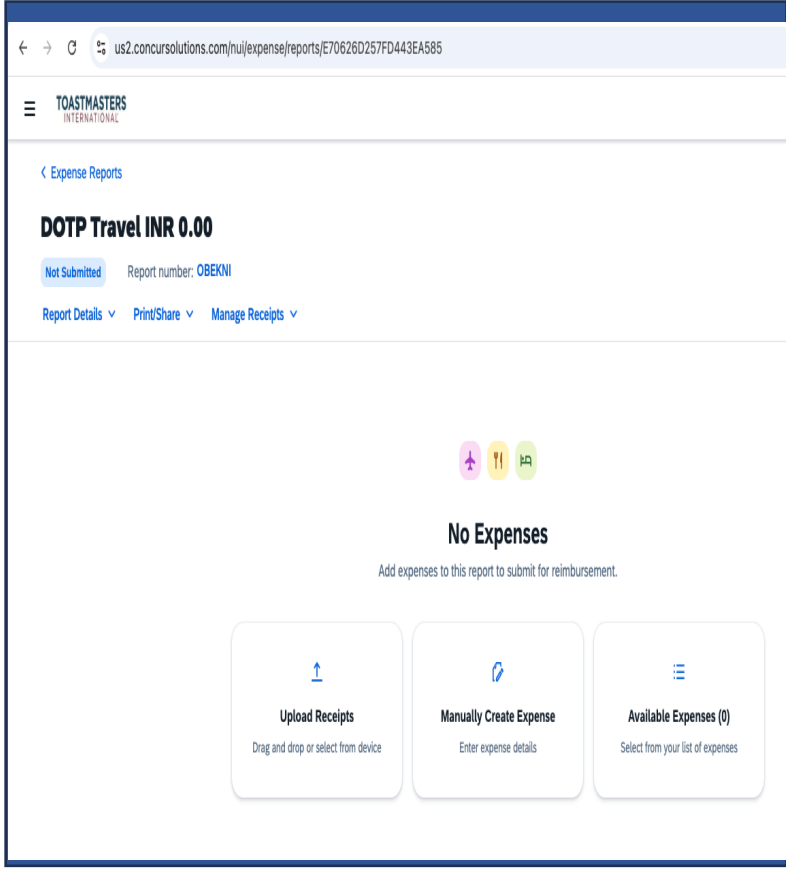
MANAGE EXPENSE

2

A screenshot of the 'Create Expense Report' form. It includes fields for 'Report Name' (containing 'TLI - GURGAON'), 'Policy' (containing '*District Expense Policy'), and 'Report Date' (containing '07/11/2026'). There is a 'Comment' text area with a character count of '0/500'. A 'Create Expense Report' button is located at the bottom right of the form.

CREATE EXPENSE REPORT

3



MANUALLY CREATE

4

us2.concursolutions.com/nui/expense/reports/E70626D257FD443EA585?view=create_new_expense&modal=add-expense

TOASTMASTERS INTERNATIONAL

< Expense Rep

DOTP Tr

Not Submitted

Report Details

Add Expense to Report

↑ Create Expense from Receipt ✎ Manually Create Expense ≡ Select from Available Expenses (0)

Select an expense type for the new expense

Q

Expand All Sections

Search by expense type, category, description

- 01. Travel
- 02. Other
- Uncategorized

Cancel

CATEGORIES

5

TOASTMASTERS
INTERNATIONAL

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< DOTP Travel

Airfare (7060) INR 20,000.00

Save Expense | ...

Details

Itemizations

Required field *

View Receipt

Expense Type *

Airfare (7060)

Transaction Date *

07/01/2026

Business Purpose *

DOTP - JULY'26

Ticket Number

Vendor *

Air India

Airline Travel Service Code

None Selected

City of Purchase *

Chandigarh, INDIA

Payment Type *

Cash/Out of Pocket

Amount *

20,000.00

Currency *

India, Rupee (INR)

Reporting Code *

(957) Travel - Division Director

Event Period *

N/A

District *

(224) District 224

Subsidiary *

(224D) Division

Comment

0/500

EXPENSE DETAILS

6

TOASTMASTERS INTERNATIONAL

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< DOTP Travel

Save Expense

Airfare (7060) INR 20,000.00

DetailsItemizations

Required field *

Expense Type *

Airfare (7060)

Transaction Date *

07/01/2026

Business Purpose *

DOTP - JULY26

Ticket Number

Vendor *

Air India

Airline Travel Service Code

City of Purchase *

None Selected

Chandigarh, INDIA

Payment Type *

Cash/Out of Pocket

Amount *

20,000.00

Currency *

India, Rupee (INR)

Reporting Code *

1

Event Period *

2

Receipt

Hide Receipt Viewer

1 / 3

1

2

3

Air India Web Booking eTicket (ECYELI) - ANUBHAV.pdf

Uploaded: 07/11/2026

UPLOAD RECEIPT

7

TOASTMASTERS INTERNATIONAL

AJ

< Expense Reports

Submit Report

DOTP Travel INR 20,000.00

Not SubmittedReport number: OBEKNI

Report DetailsPrint/ShareManage Receipts

Expenses (1)

Add Expense

Edit

Delete

Duplicate

Combine Expenses

Move

	Date	Receipt	Attributes	Expense Type	Vendor Details	Payment Type	Requested	Actions
	07/01/2026			Airfare (7060)	Air India Chandigarh, INDIA	Cash/Out of Pocket	INR 20,000.00	...
							INR 20,000.00	

SUBMIT REPORT

1. Documents Required



2. Supporting Documents

- Invoice, tickets, boarding pass, receipts.
- Declaration for payments with no supporting document available.
- Bills smaller than A4 size must be pasted onto A4 paper.
- Bill should be properly scanned, so that bill details are clearly visible.

2. Standard Operating Procedures



District Officers submit their claims through the concur application.



Create reports inside the concur application and each expense should be supported by expense type, event period and supporting documents.



Bank information should be properly configured inside the concur application for individual's profile and same account will be credited once the report / expense is approved inside concur application by approvers.



Always keep the DFM (Ankita Jain – j.ankita0025@gmail.com) in CC on approval requests to the District Director (Shwetank Sharma, DTM - shwetank.dtm@gmail.com).

3. Don'ts



Sharing approval on WhatsApp, Viber, or similar messaging apps.



Sharing reimbursement requests over WhatsApp.



Filing a form with an incorrect expense details or without supporting documents.



Amount shouldn't exceed the approved amount.



Filing a reimbursement more than 45 days after the date of expense.

6. Reimbursements: Quick recap

1

All expense approval requests should be sent via email and should be pre-approved by the District Director

2

All reimbursements should be filed within 45 days from the date of expense on CONCUR APPLICATION

3

Ensure that the Bank Information is correct.

Toastmasters International can't be held responsible for incorrect Bank Information

PART TWO

SOURCE OF FUNDS

FUNDING

Source of Money



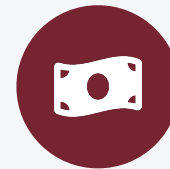
Division Funds



Corporate Sponsorship



Contributions from participants for non-reimbursable expenses



Assistance from District for reimbursable expenses

PART THREE

TRAVEL, TLI & CONTEST GUIDELINES

Travel, TLI & Conference Approvals



Demo

- Demo – outstation: prior approval



Area Visits

- Outstation clubs – max 2 trips
- Prior approval required



Area Contests

- Prior approval required before expenses
- 10K per area



TLI + Division Conferences

- Prior approval required before expenses
- 35K per division

EXPENSE CATEGORIES

1. TLI for Club Leaders + Division Conferences

TLI

- Prepare a budget for “TLI for Club Leaders” and get it approved before making any expense.
- Participants may be charged non-reimbursable expenses via registration fees, at the discretion of Division Directors.
- For any other expenses, seek approval before planning and conducting sessions.
- Get sponsorship for TLIs where possible.

Reimbursable Expenses

- Venue cost on request (corporate and free venues preferred)
- Stationery – within the prescribed budget

Non-Reimbursable Expenses

- Food expenses
- Special gifts for trainers or guests

EXPENSE CATEGORIES

Division Conferences



Venue Cost:

Try to secure sponsorship from a corporate partner/ collaborate with other Areas



Food Expenses:

No reimbursement – charge participants via a registration fee.



Trophies / Certificates:

Contest awards and certificates are supplied by the District.



Keep in mind that the limited 35K INR budget should be planned and utilized judiciously.

EXPENSE CATEGORIES

2. Area Conferences



Venue Cost:

Try to secure sponsorship from a corporate partner/ collaborate with other Areas



Food Expenses:

No reimbursement – charge participants via a registration fee.



Trophies / Certificates:

Contest awards and certificates are supplied by the District.



Keep in mind that the limited 10K INR budget per Area should be planned and utilized judiciously.

3. Area Director Visit

- Reimbursement is only applicable for Area Directors visiting outstation clubs, upon the discretion of District Director.
- The Area Director should also conduct an open house for membership drives, and special meetings for Toastmasters awareness during these club visits.
- Prior approval for an Area Director Visit must be taken at least 15 days before the visit, with the District Director, keeping DFM and Division Director in CC.

4. Travel Guidelines



Allowed Expenses

Lower of:

- Airfare (Economy / as budgeted by the District)
- Train (3rd AC)
- Bus
- Mileage (INR 15/km)
- Lodging and food: INR 3,500 per night, for mandatory outstation club visits during



Expenses That May Be Rejected

- Airfare above Economy class
- Tickets booked at the eleventh hour
- Approvals sent after the expense has already been incurred

Thank You!

Reach out to:



Ankita Jain

District Finance Manager



+91-9911659574



j.ankita0025@gmail.com