TOASTMASTERS INTERNATIONAL

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

1. Plan training / conference
2. Prepare budget to identify how much fund is required
3. Identify the source of fund
4. Check guidelines to identify which expenses are reimbursable
5. Seek approval from District Director by email, keeping DFM in CC
6. While making expenses, procure bills / invoices for each expenditure
7. For any queries, email the DFM for a formal response
8. File reimbursements within 45 days using Concur application.

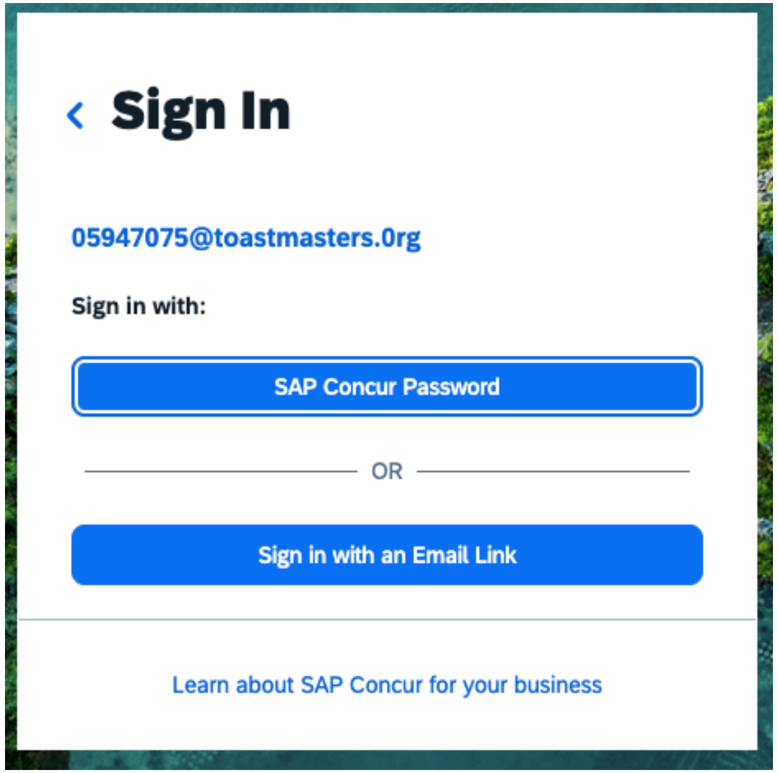
Applications required

1. Concursolutions/ Concursolutions.com

2. Google/ Microsoft Authenticator

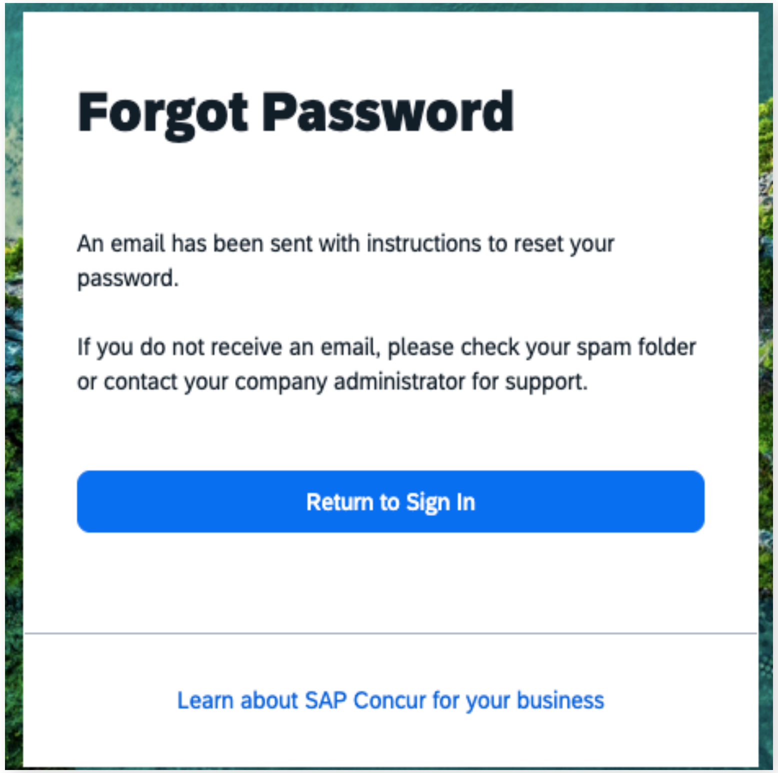
CONCUR ACCOUNT SET-UP – 9 STEPS

1



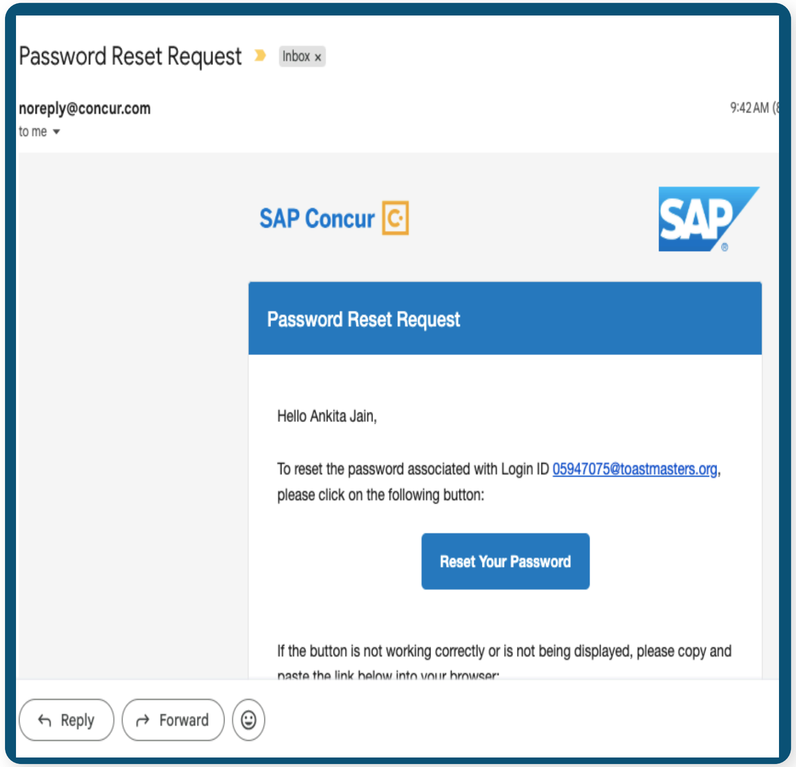
Open Concursolutions.com

2



Click Forgot password

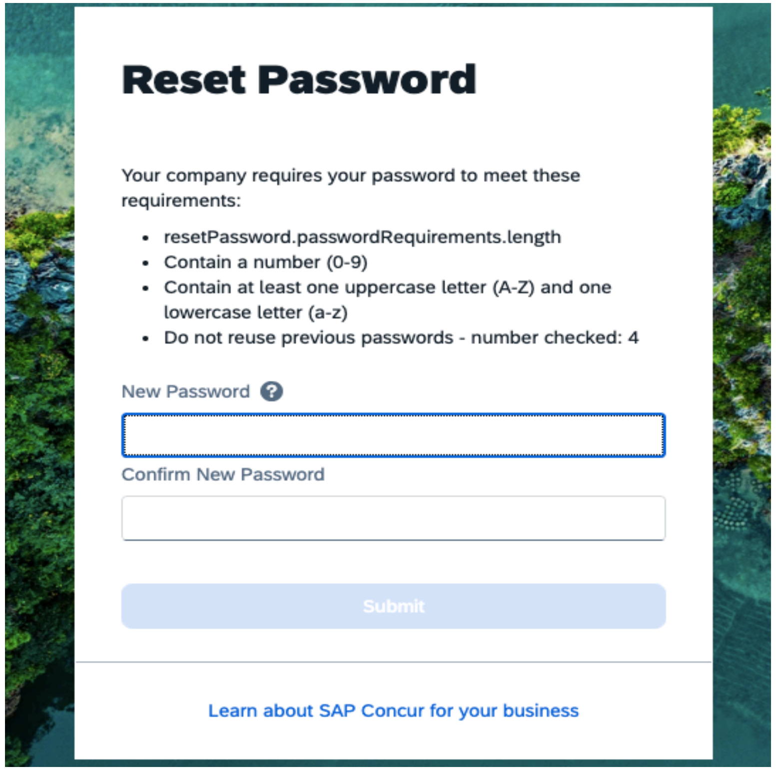
3



Email – Reset password

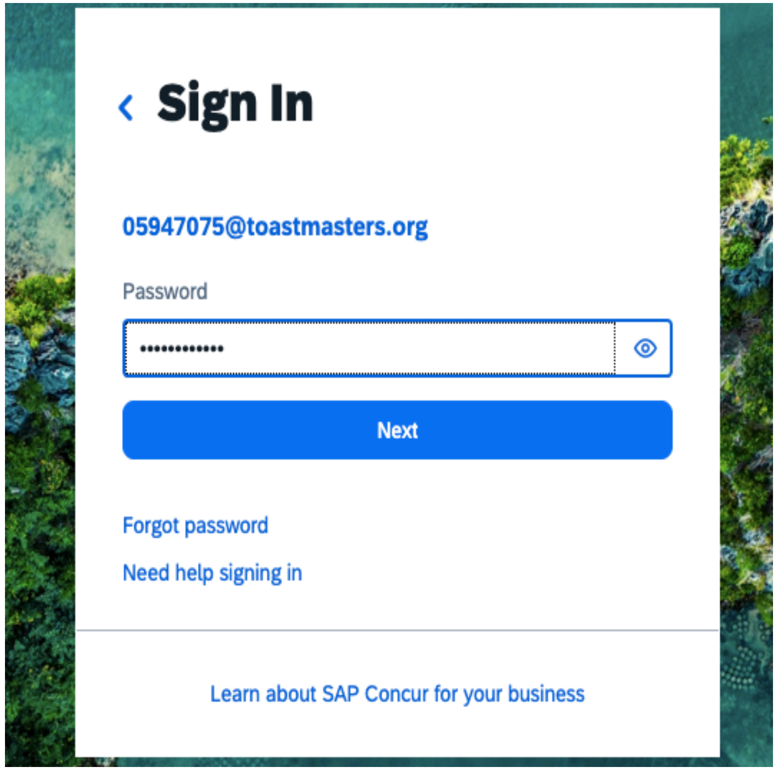
CONCUR ACCOUNT SET-UP – 9 STEPS

4



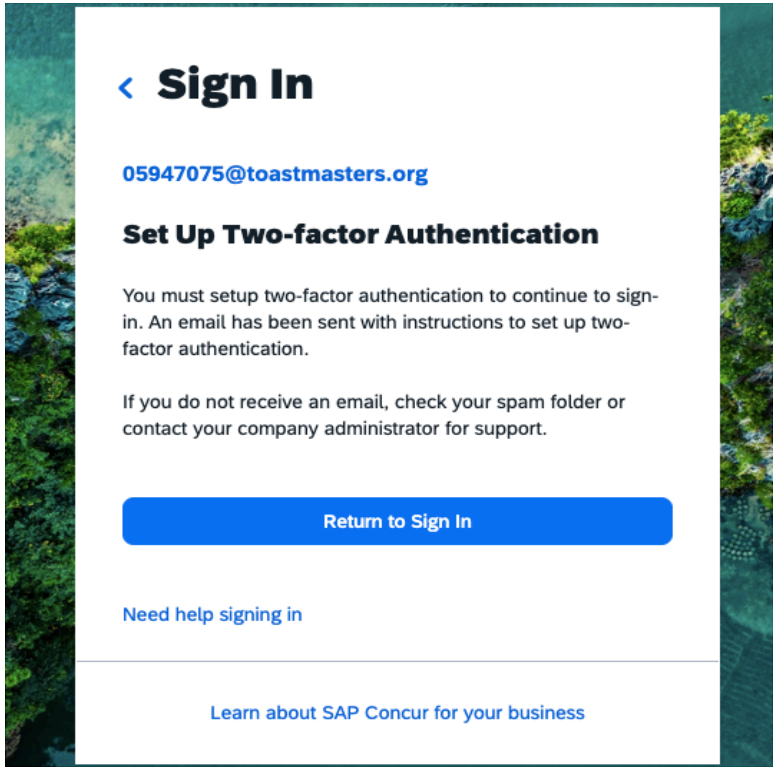
Add a new password

5



Sign In page

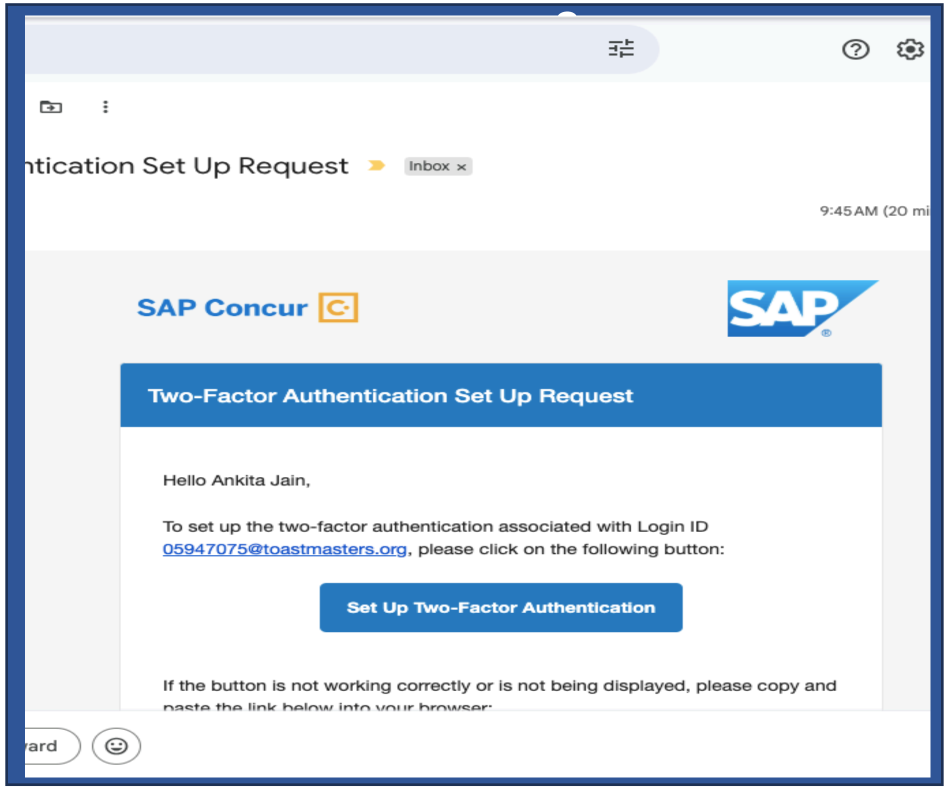
6



Authentication Page

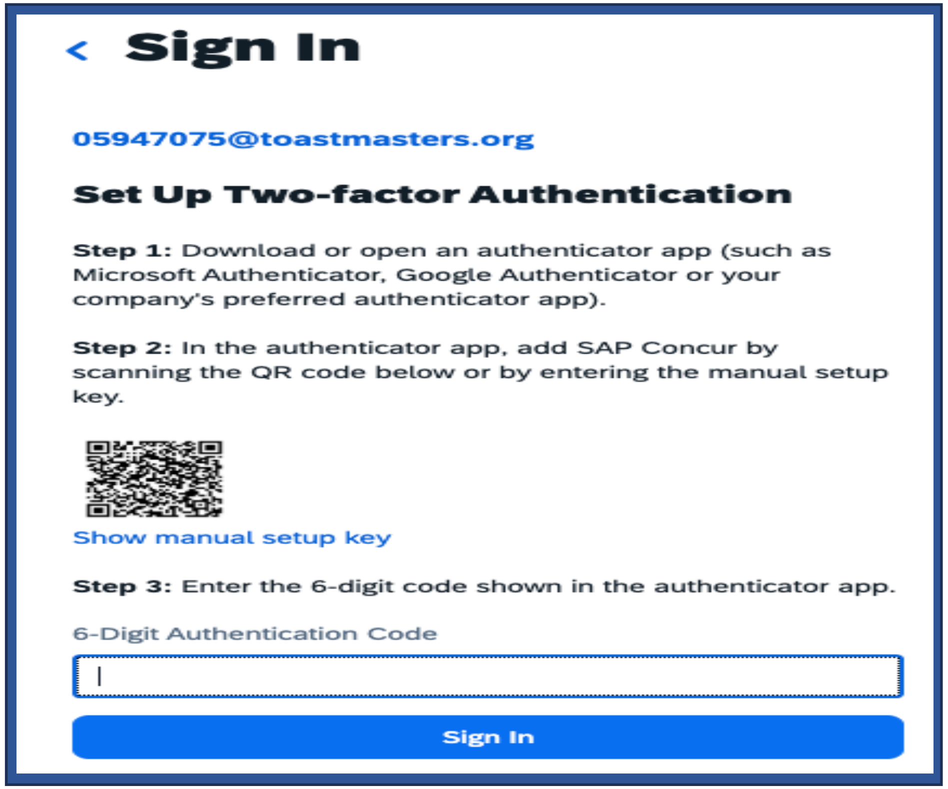
CONCUR ACCOUNT SET-UP – 9 STEPS

7



Email – Registered with TM

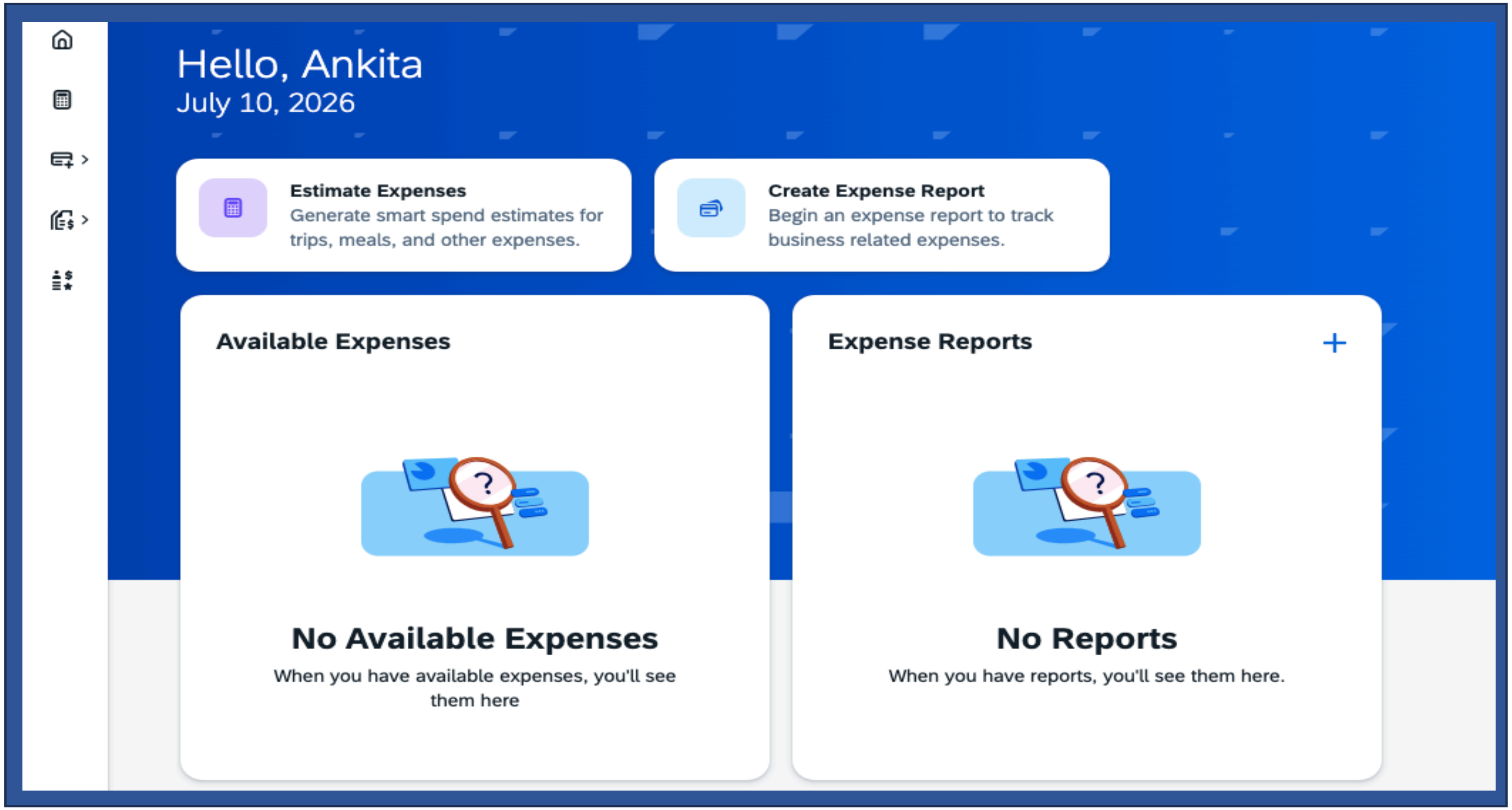
8



“+” Scan QR and add code/key

CONCUR ACCOUNT SET-UP – 9 STEPS

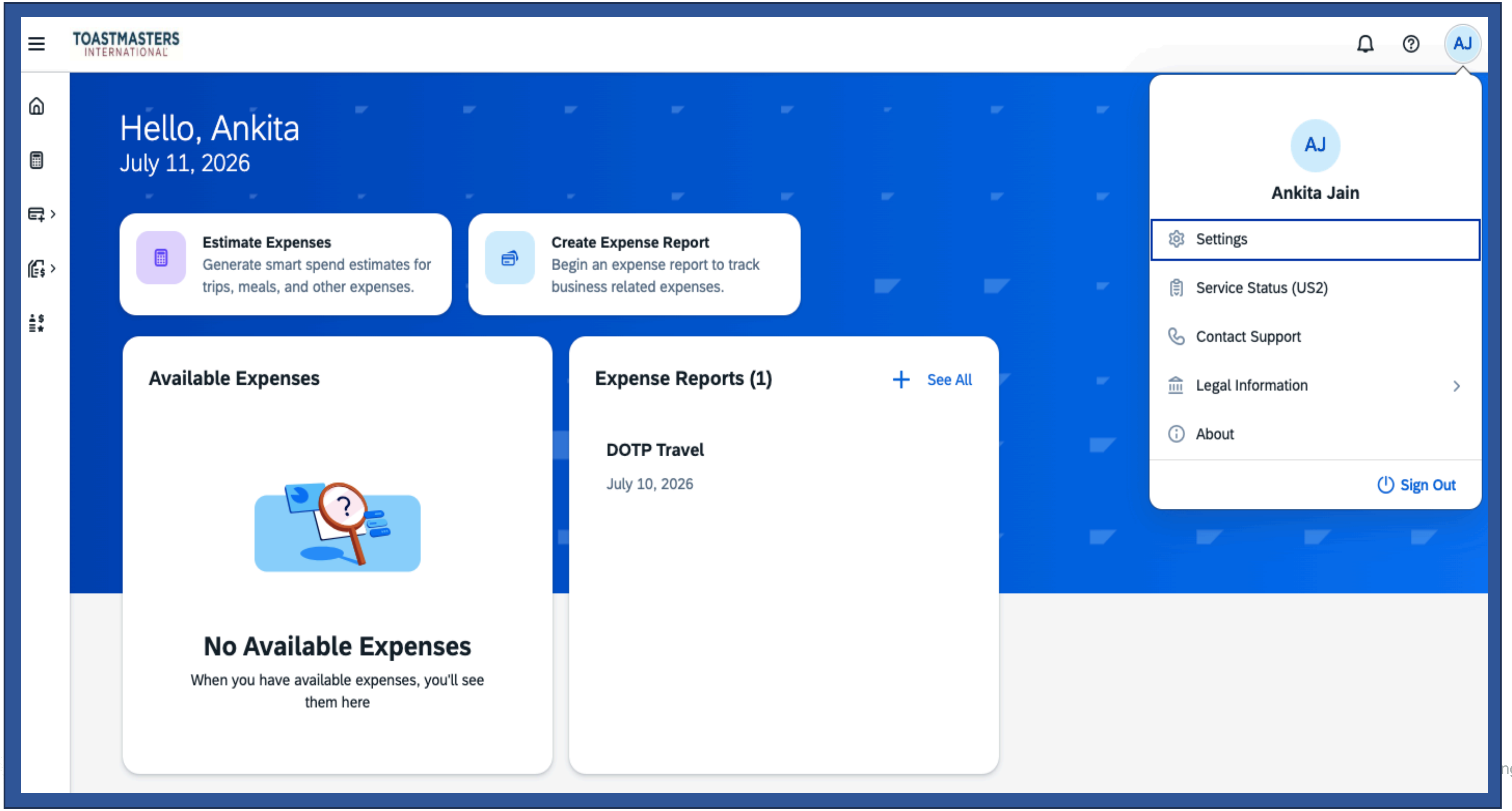
9



Concur Home page

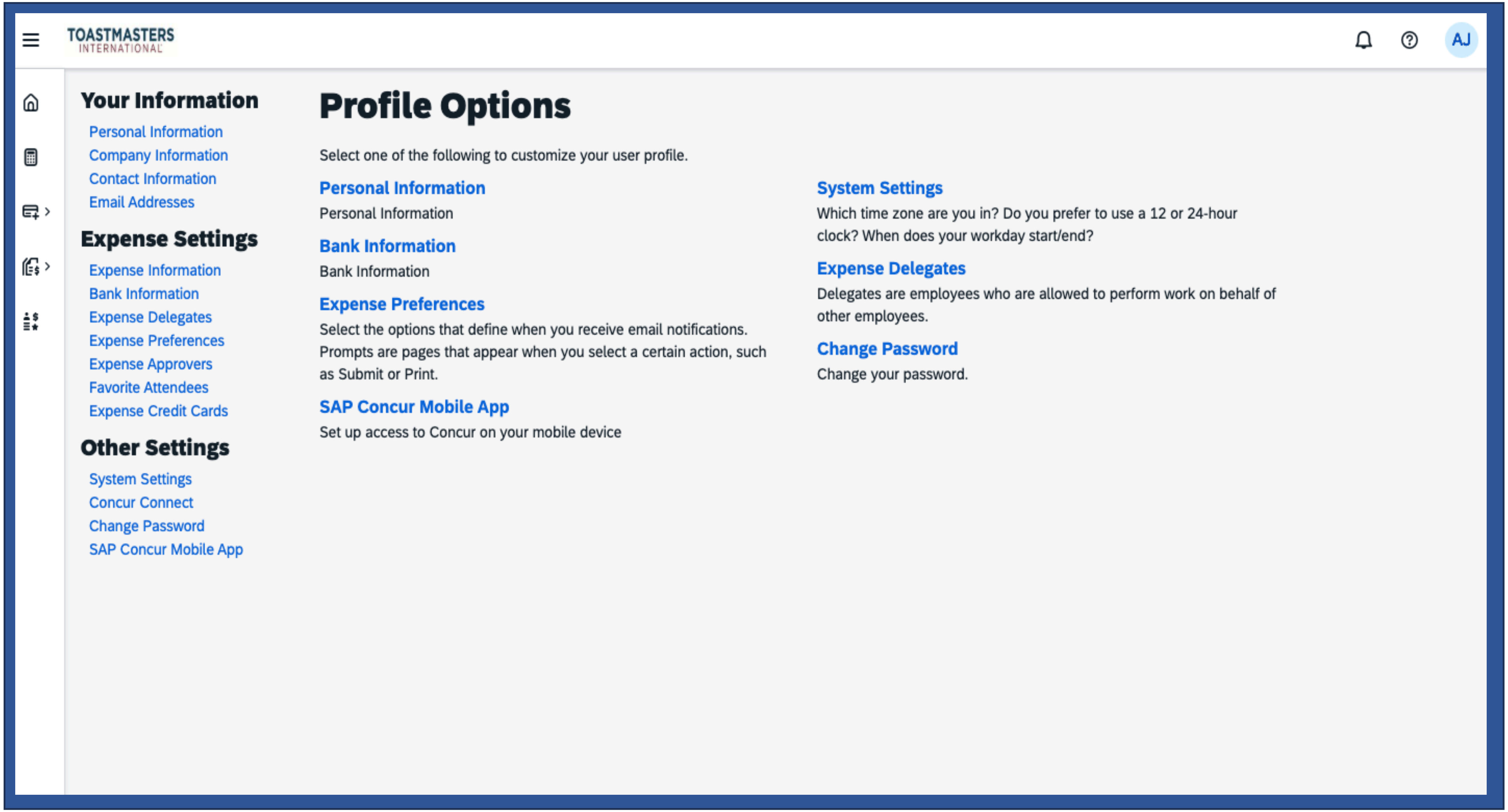
CONCUR BANK INFORMATION SET-UP – 3 STEPS

1



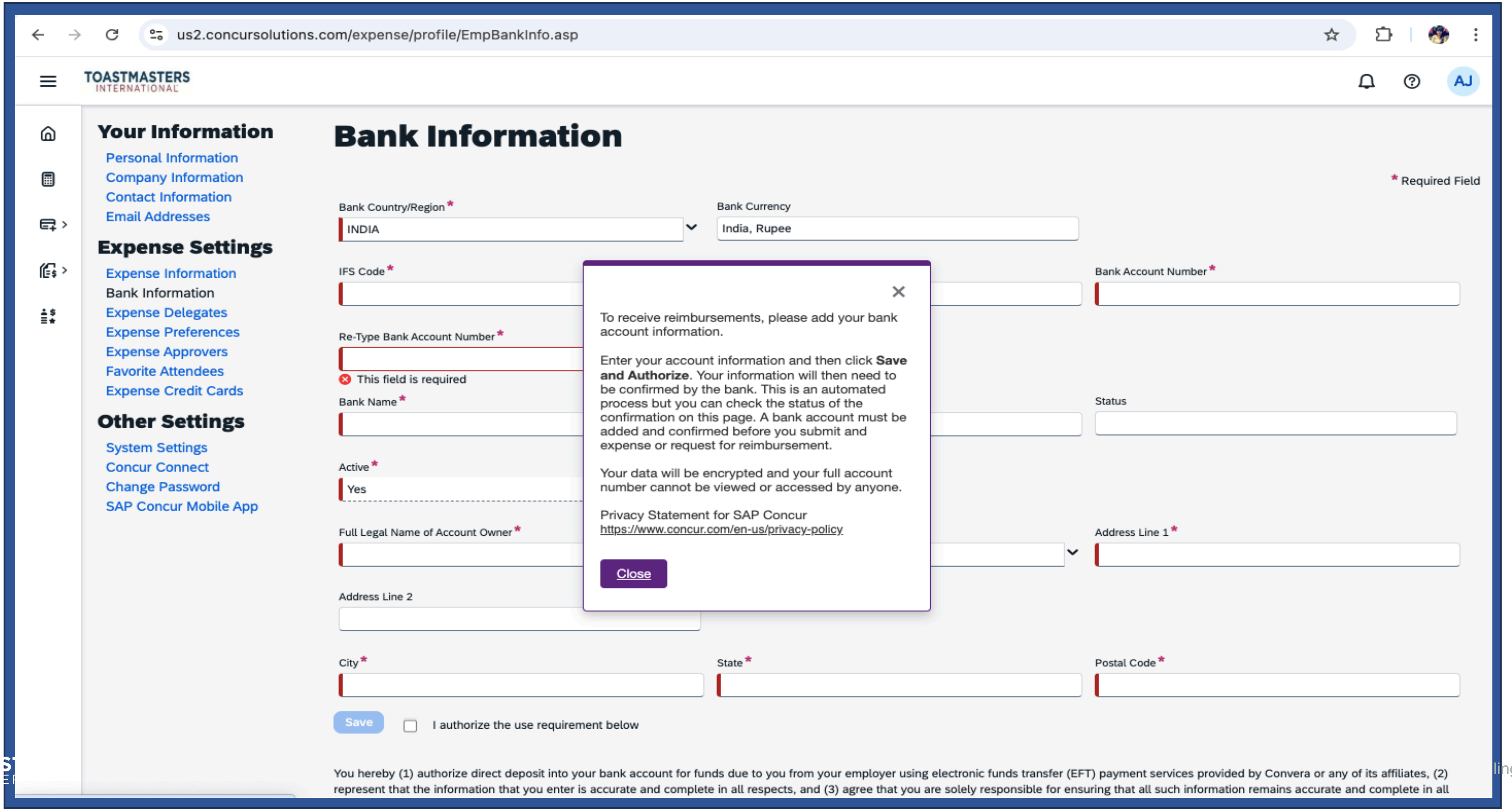
CONCUR BANK INFORMATION SET-UP – 3 STEPS

2



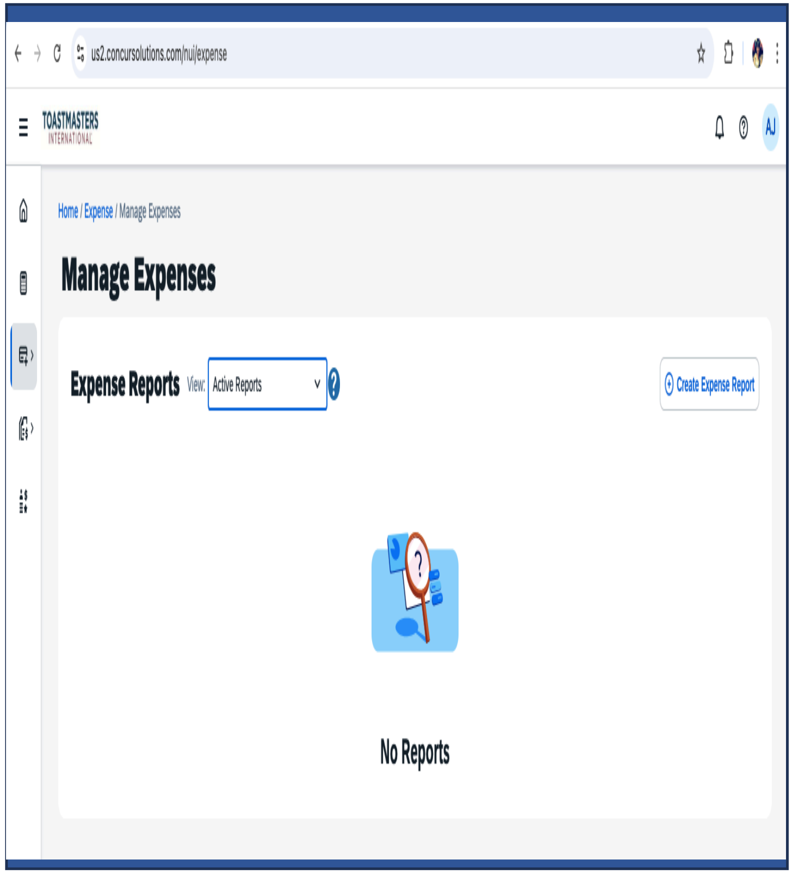
CONCUR BANK INFORMATION SET-UP – 3 STEPS

3



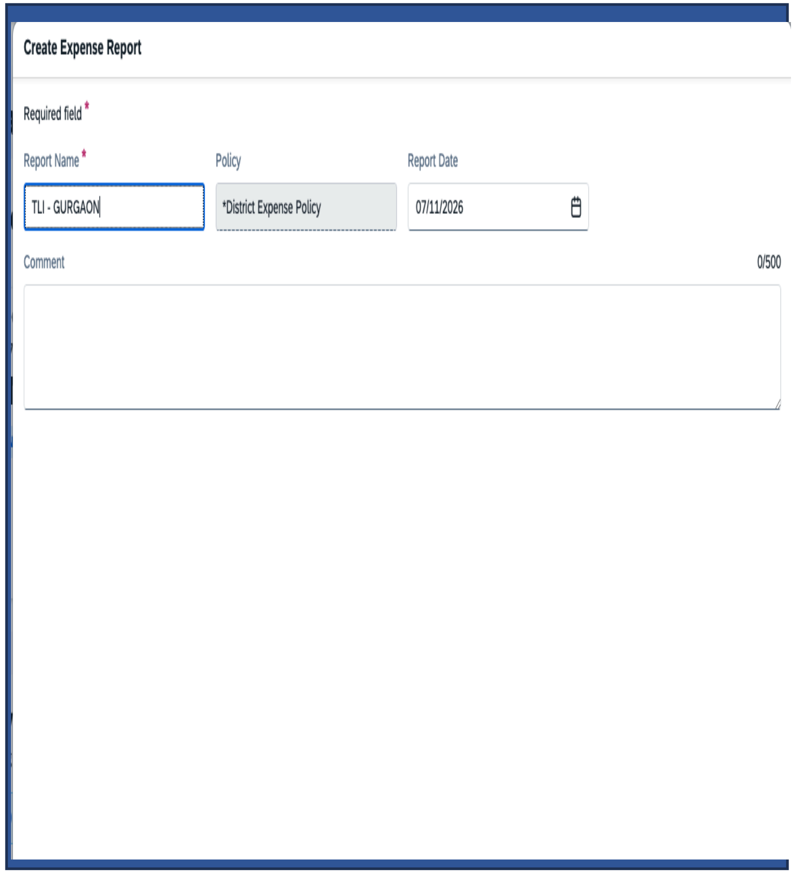
FILING YOUR EXPENSE – 7 STEPS

1



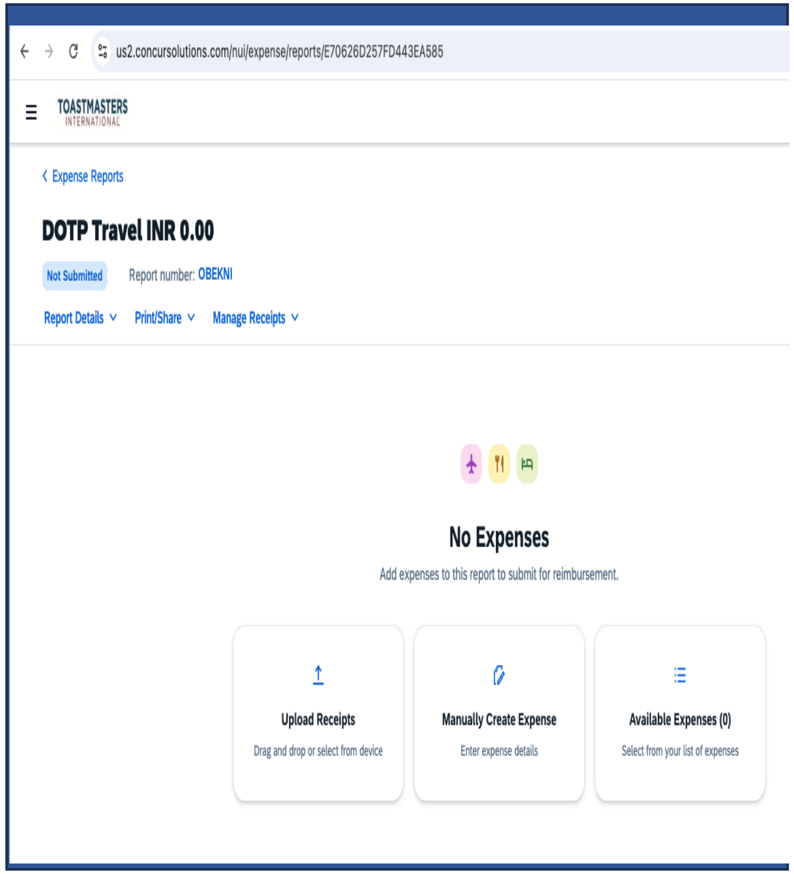
MANAGE EXPENSE

2



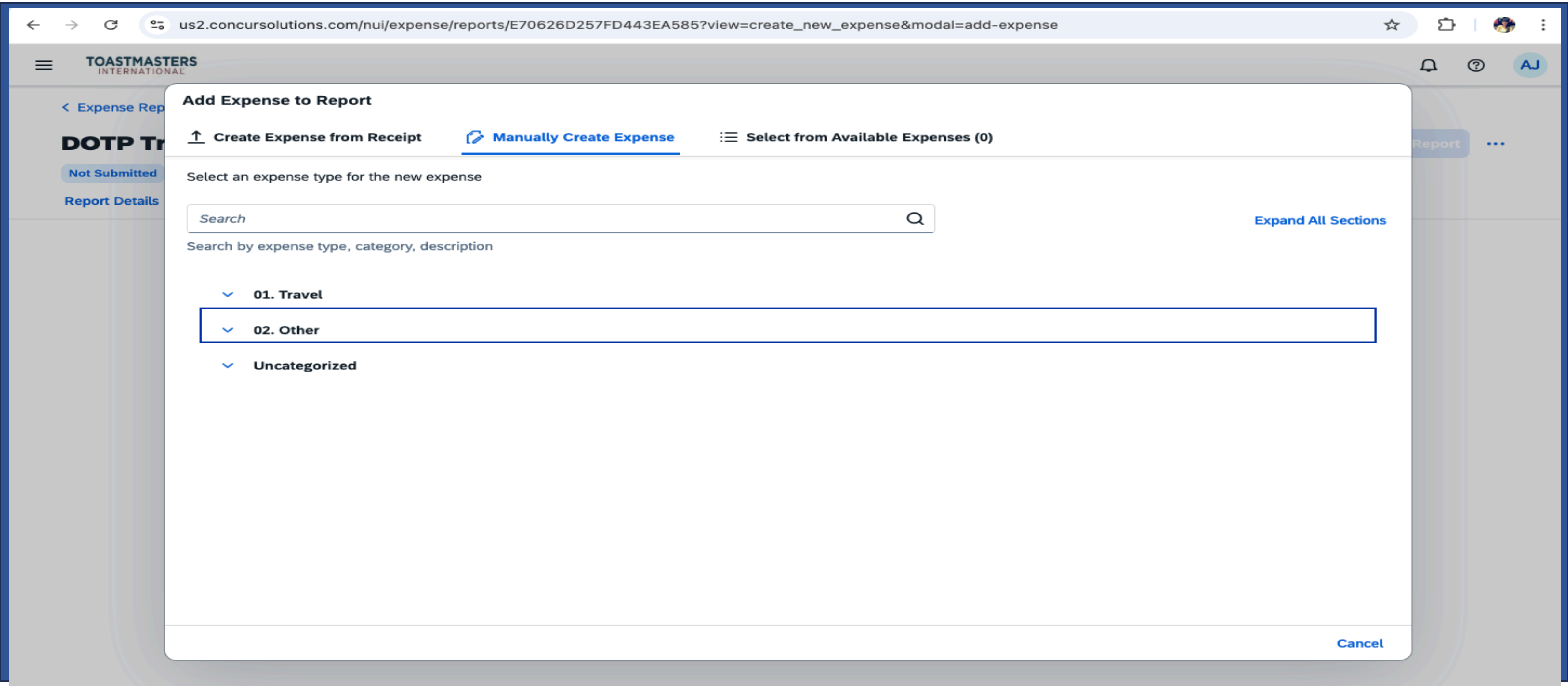
CREATE EXPENSE REPORT

3



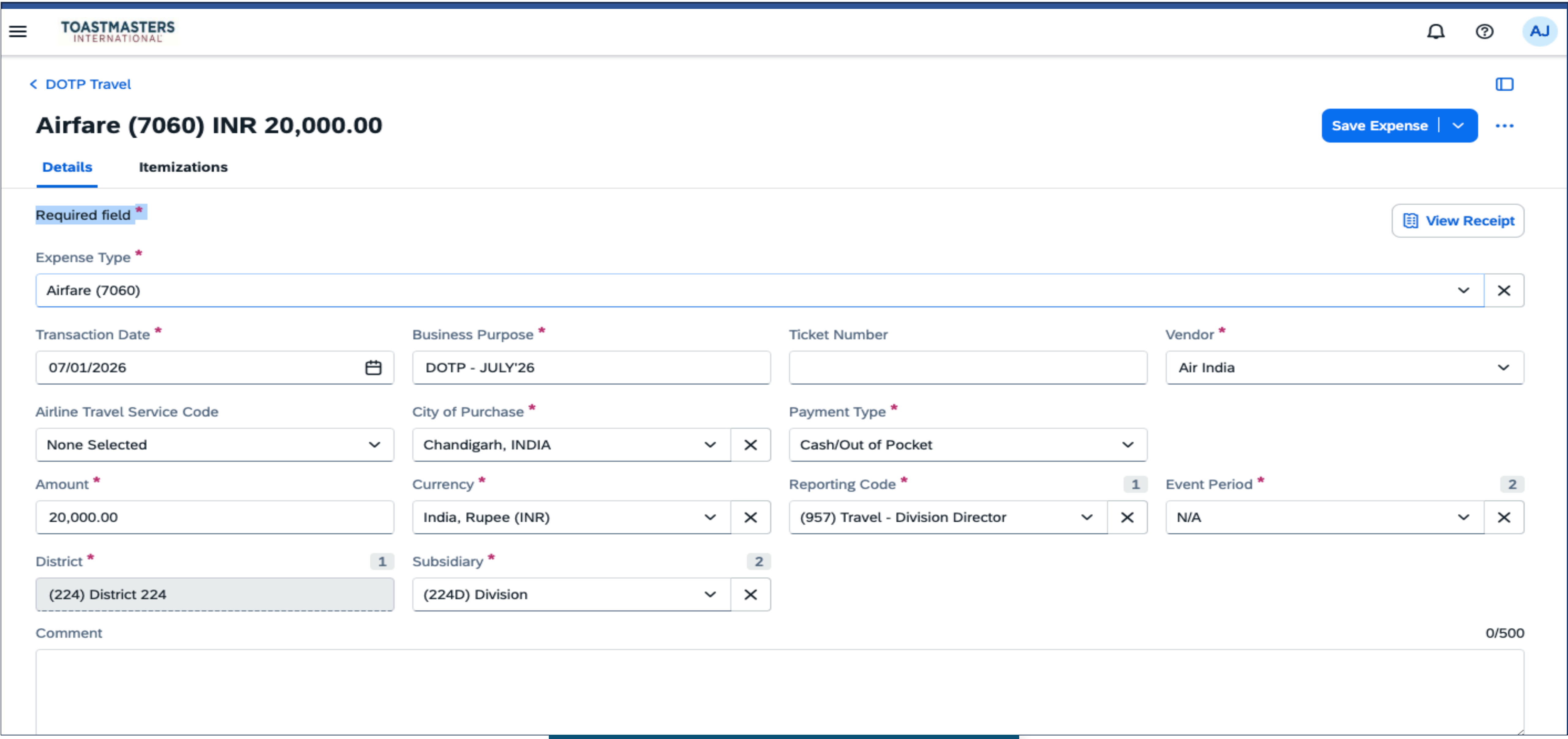
MANUALLY CREATE

4



CATEGORIES

5



TOASTMASTERS INTERNATIONAL

AJ

< DOTP Travel

Airfare (7060) INR 20,000.00

Save Expense

Details | Itemizations

Required field *

View Receipt

Expense Type *
Airfare (7060)

Transaction Date *	Business Purpose *	Ticket Number	Vendor *
07/01/2026	DOTP - JULY'26		Air India

Airline Travel Service Code	City of Purchase *	Payment Type *
None Selected	Chandigarh, INDIA	Cash/Out of Pocket

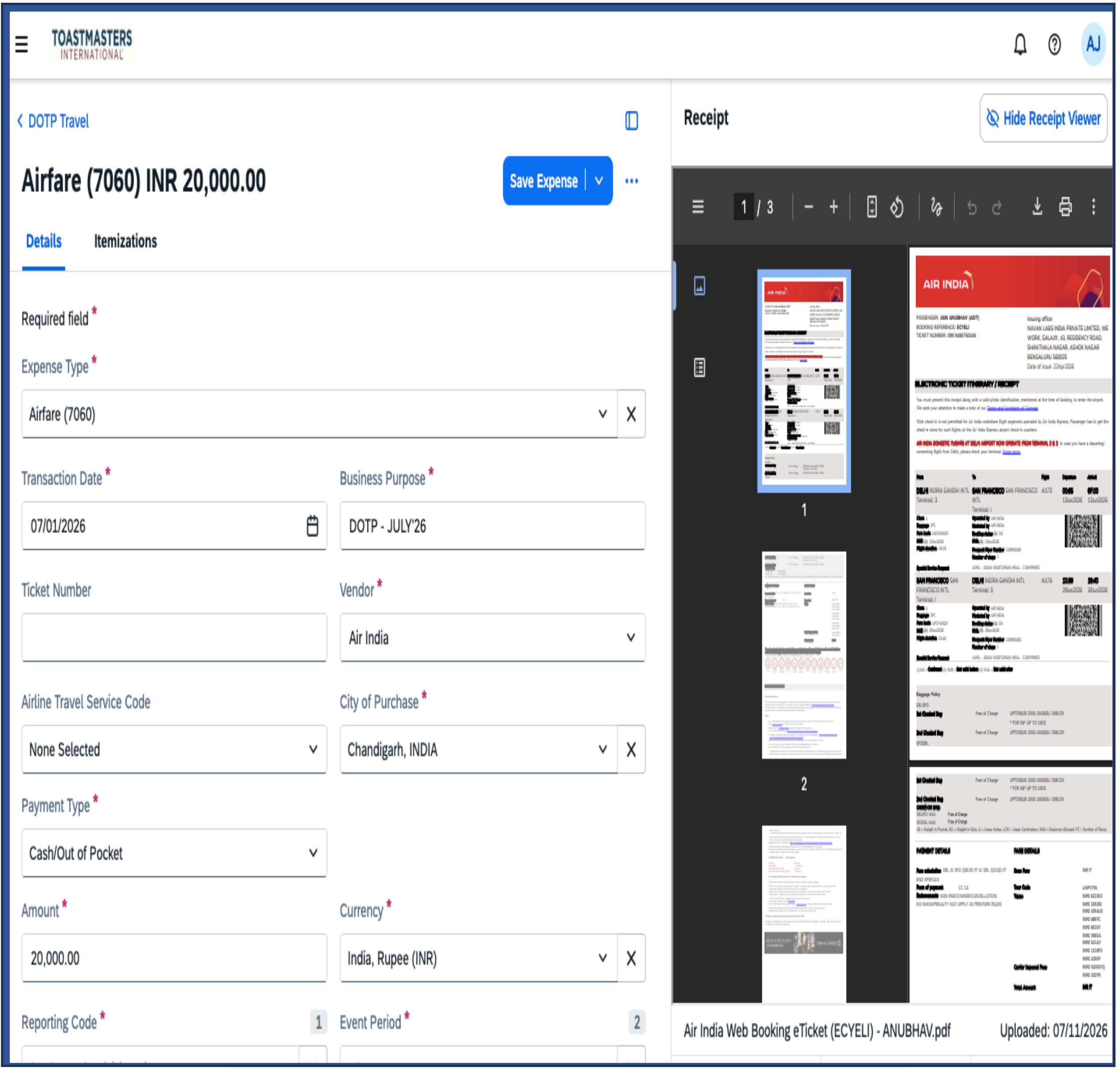
Amount *	Currency *	Reporting Code * 1	Event Period * 2
20,000.00	India, Rupee (INR)	(957) Travel - Division Director	N/A

District * 1	Subsidiary * 2
(224) District 224	(224D) Division

Comment 0/500

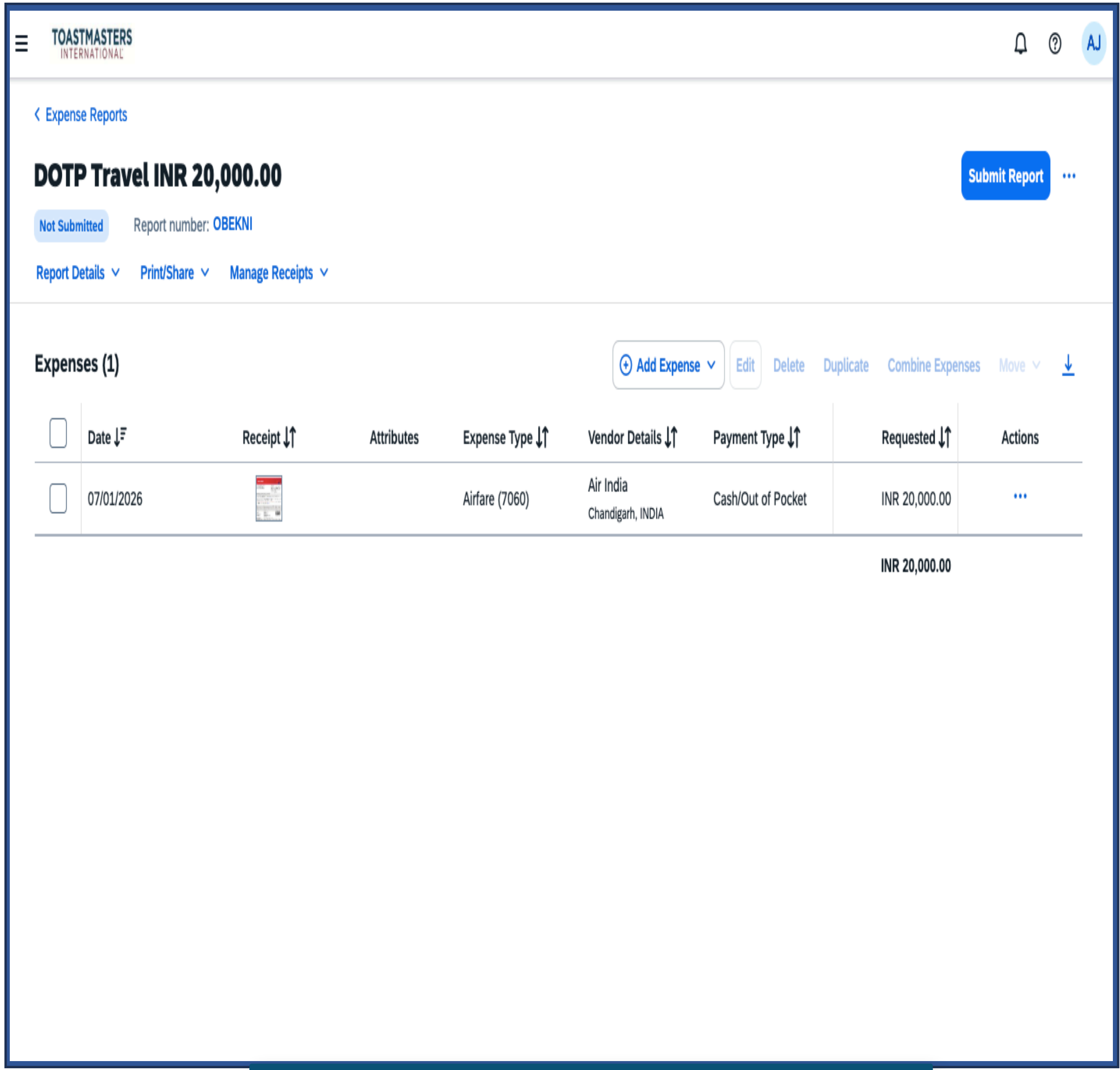
EXPENSE DETAILS

6



UPLOAD RECEIPT

7



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).

COMPLIANCE

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

EXPENSE CATEGORIES

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

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.

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:

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