



District 72 Toastmasters Expense Claim Form

Name: _____

District Role: _____

Phone Number: _____

Email: _____

Bank Account Number for this claim: _____

Payee Name – If paying someone else: _____

Details of Claim:

Date	Details	Reason	GST	Amount	Office Use: Code
TOTAL:					

I certify that these expenses were properly incurred by me in the execution of my duties as a District Officer, that the expenditure is within my budget allocation and that these expenses will not be reimbursed by any other party.

Signed: _____

Date: 28 November 2019

Tick One:		Approved by:	Signature	Date
	District Expense	District Director		
		Program Quality Director		
		Club Growth Director		
		Division Director		
	Division/Area Expense	Division Director		
	District Convention	Convention Convenor		
		Convention Treasurer		
		Office Use Only	Direct Credit Date:	
			Amount Paid:	

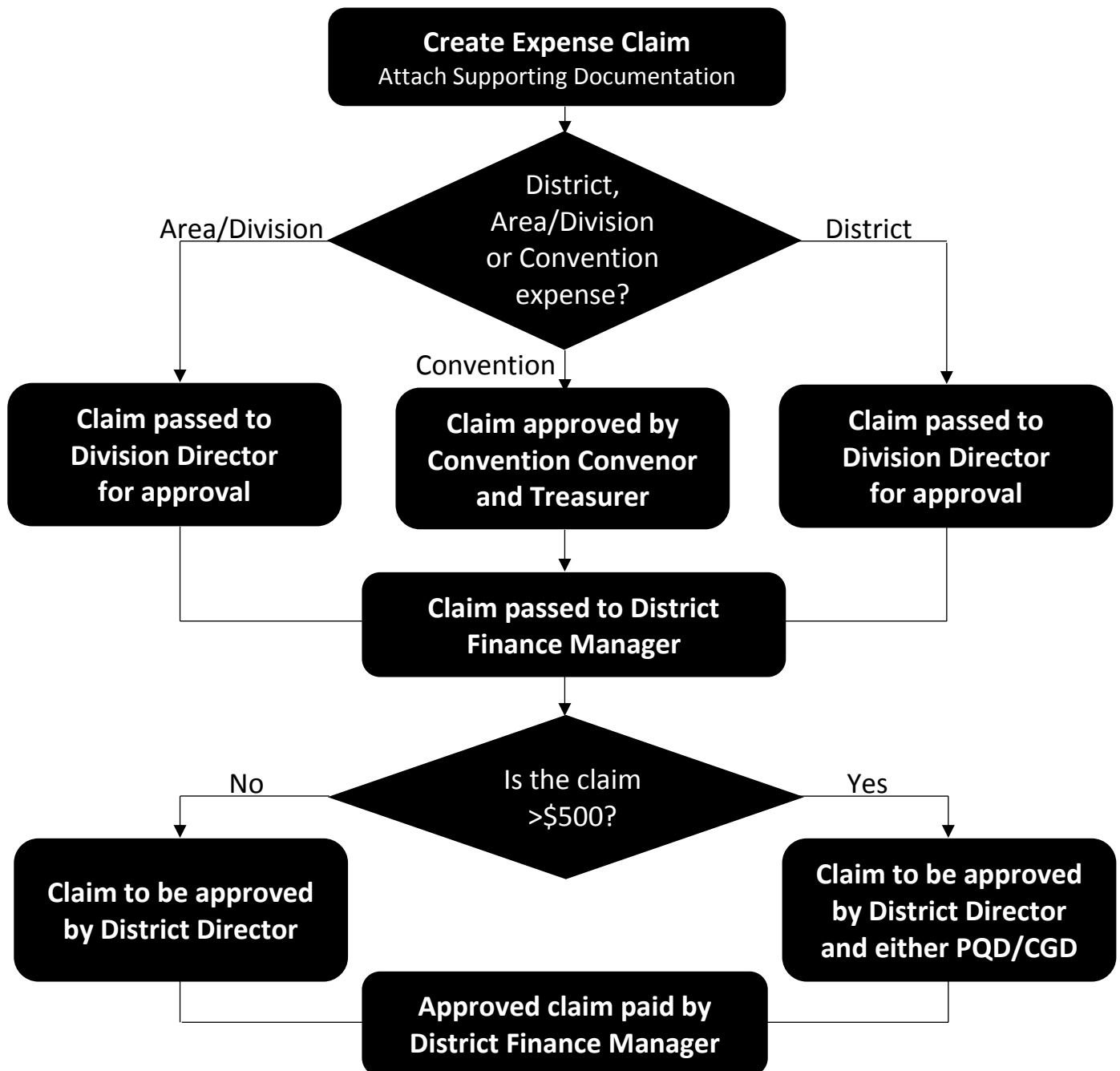
Philip Smith, District 72 Finance Manager

By scan & email to finance.d72@toastmasters.org.nz or post to 25 Birdwood Road, Lower Hutt 5011.

Mobile: 027 2797 012

Important Notes for Expense Claims:

- Minimum claim is \$5.00
- All receipts must be included with the expense claim as proof of payment, OR, if payment is required on a third party invoice this invoice must be included with claim form
- When claiming air travel, ticket document showing arrival and departure locations and dates and times of travel, as well as cost, must be included with the expense claim
- Motor Vehicle travel related to your role is to be charged at 40 cents per km based on AA Mileage. Round trip must exceed 40km, with the first 40km not being claimable. The "from & to" is to be shown in the details. Please attach a copy of the AA, Wises or Google map/directions. The rules relating to Travel Expenses are in the District Financial Guidelines on the website.
- Claims not with District Finance Manager within 60 days of expense will not be accepted.



Approved claims will be paid on 15th or 30th of each month immediately following approval of claim

Philip Smith, District 72 Finance Manager

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