

District 81 P Caribbean Toastmasters GUIDE TO SUBMISSION OF CLAIMS

- A single expenditure in excess of US\$500 must be authorized verbally (and affirmed in writing in retrospect) or in writing in advance by the District Governor and at least one Lt. Governor, in consultation with the District Treasurer. All other expenditure must be authorized in writing in advance by the District Governor, in consultation with the District Treasurer. Failure to obtain proper authorization could be cause for non-reimbursement by a District to a District Officer or individual Toastmaster.
- All expense reimbursements must be supported by receipts or documentation.
- All expenses must be submitted together with the VOUCHER FOR REIMBURSEMENT
- Receipts are required for all reimbursements. If a receipt is lost, a detailed explanation of the expenditure is required.
- Reimbursement claims should be made within 60 days of incurring the expense or by 31 JULY for expenses incurred in June. If a Division fails to submit a reimbursement claim within 60 days, this could be cause for non-reimbursement by a District.
- Reimbursement by the District must be made within 60 days after receipt of an authorized reimbursement request based on the availability of funds.
- Vouchers received by the 15th of the month will be paid on the first Monday of the following month, if funds are available.
- All receipts for reimbursement together with the Voucher for reimbursement must be submitted to :-

District Governor
Erich Rene, DTM
Korporaalweg 16
Curaçao
Netherlands Antilles
Tel: +599 9 4615631
Cell: +599 9 5165631

Email: renee@onenet.an or erichpaul39@yahoo.com