



Jennifer Sell, DTM

District 13 Director

DD@D13TM.com

Hello,

District 13 Toastmasters is now using Concur for expense reports and will no longer cut a check for reimbursements. You are receiving this email because you are serving as a District Leader and you are eligible for mileage reimbursement from the District for your club visit(s).

REIMBURSEMENT GUIDELINES:

You must travel a minimum of **40 miles round trip** from your home address to receive reimbursement. Mileage will be reimbursed at the rate of \$0.24 per mile. You must attach a Google Map showing mileage from your home address to the club meeting location. Tolls will be reimbursed with receipts. Receipts must be uploaded separately for each expense.

All other expenses MUST receive prior approval by the District Director. Expense reports without receipts will be denied.

In order to be added to Concur, you will need to email the District Director your legal first and last name, eight digit member#, and email address as well as confirm you watched the recorded webinar below. The District Director will enter the information into the Concur User Template and email it to WHQ no later than 8:00 am EST Wednesday. World Headquarters (WHQ) uploads new users every Wednesday and the new users will be live on Friday of the same week.

All reimbursements for travel and other expenses approved by the District Director will be paid through Concur. For your reimbursement to be processed you need to watch the following recorded webinar.

<https://attendee.gotowebinar.com/recording/8210165844652448002>

New users should try to log into Concur on Friday's. You have a choice of receiving your reimbursement as a direct deposit or a mailed check (six weeks). It takes up to 4 business days for Concur to confirm your bank account by adding a \$0.01 deposit. This is one-time unless you change your banking information in Concur.

In order to enter an expense report you MUST enter your banking information (including routing and account information) or choose to receive a mailed check. If you choose to receive a mailed check then you do not enter any banking information.

WHQ processes dually approved (by both the Finance Manager and District Director) expense reports by 3:00 pm MT Tuesday and members receive deposits on Friday of the same week. Checks are cut once a month and a mailed check can take up to six weeks to receive.

In addition, a Concur Training PDF file can be downloaded from the District Website – District Leadership Tab, District Business. The file contains step-by-step instructions, to assist you: <http://www.d13tm.com/district-business/>

Website: <https://www.concursolutions.com/>

Username: 01234567@toastmasters.org (Note: This is your Toastmasters ID in 8 digits)

Initial Password: Welcome (Note: You will be prompted to change your password)

*The exception to the timeframes above is holidays and unexpected events.

Things to Note:

1. **All expenses (with the exception of mileage for clubs visits) MUST receive prior approval by the District Director.** Receipts submitted more than 30 days from the date of the expense may be considered unreimbursable
2. Email the District Director your legal first and last name, eight digit member#, and email address no later than 5:00 pm EST Monday
 - a. DD enters the information into the Concur User Template and emails it to WHQ, so you can be added as a user to Concur
3. New users are uploaded by WHQ every Wednesday and will be live on Friday of the same week
4. Log into Concur and choose to receive your reimbursement as a direct deposit or a mailed check
 - a. You must choose one of the options in order to enter an expense report
5. If you choose to receive your reimbursement as a direct deposit:
 - a. Enter your banking information (including routing and accounting number) ASAP
 - b. It takes up to 4 business days for Concur to confirm your bank account with a \$0.01 deposit
6. If you choose to receive your reimbursement as a mailed check:
 - a. Checks are cut once a month and it can take six weeks to receive
7. **All expense reports must use the naming convention listed below**
8. In the comment box enter detailed comments such as the Club name you visited and the date
9. **Receipts must be attached separately to each expense**
 - i. You can upload them on your computer or download the Concur app and upload them
 - ii. Choose the best Expense Type and Reporting Codes – FM can change if incorrect
10. Finance Manager (FM) is the first approver and District Director (DD) is the final approver.
 - a. FM will confirm the expenses reports use the naming convention, are coded correctly, and expenses match receipts and dates.
 - b. No receipts - no reimbursement
 - c. FM and/or DD can change the coding if incorrect.
 - d. FM and DD will approve within 48 hours upon receipt
11. If there is an issue with expense report amount, the FM will send the report back to the user to be revised. Issues will be noted in the comments section.
 - a. FM and DD cannot change the expense report amount.
12. WHQ processes expense reports by 3:00 pm MT Tuesday if dually approve by the FM and DD.
13. If the expense report is dually approved and processed, members will receive funds Friday, the same week.
14. Expenses must be submitted no later than 5 days before end of month - exceptions would be expenses incurred the last 5 days of the month.

Expense report naming convention:

Code below for role (All Caps)-Name (first initial of first name and first three initials of last name)-What Expense Was For-Month (1st 3 letters; All Caps)Year

District Director	DD	Division A Director	DAD
Program Quality Director	PQD	Division B Director	DBD
Club Growth Director	CGD	Division C Director	DCD
Public Relations Manager	PRM	Division D Director	DDD
Finance Manager	FM	Area # (enter your#) Director	A21D
Administration Manager	AM	Logistics Manager	LM

Examples:

DAD-JDill-Training-JUL2018

A21D-TUtnil-ClubVisit-JUL2018