



# Reimbursement Form

## Distinguished District Awards

NAME	DISTRICT	REGION
ADDRESS	CITY	
STATE	ZIP/POSTAL CODE	
PHONE	EMAIL	

I am requesting travel reimbursement as a (select one):

Event:

Smedley Distinguished District Director

International Convention \_\_\_\_\_  
Location/Date

President's Distinguished District Director

Select Distinguished District Director

I am requesting travel reimbursement for:

Date	Description	Receipt Amount (include currency)	FINANCE USE ONLY	WHQ USE ONLY
			Payment	Cost Center
	Airfare			
	_____ Miles x current charitable standard mile rate in effect			
	Hotel—2 night max at the room block rate (President's and Select Distinguished)			
	Hotel—4 night max at the room block rate (Smedley Distinguished)			

PLEASE ATTACH APPROPRIATE RECEIPTS / RECORDS

### Certification:

I hereby certify that the expenses shown above were acquired while performing my duties as indicated above for Toastmasters International. The above information is true to the best of my knowledge.

\_\_\_\_\_  
SIGNATURE

**Please complete page 2**  
(required for reimbursement)

\_\_\_\_\_  
WHQ APPROVAL: DEPARTMENT MANAGER

\_\_\_\_\_  
DATE

Refer to **Policy 8.3**, District Leader Expenses for additional information. A member must reimburse WHQ if they receive payment and do not attend the event. Special notes for reimbursements:

**Airfare:**

- You must provide a copy of receipt and itinerary.
- Reimbursement will cover the cost of the lowest available coach-class ticket only.
- Airline tickets booked through the Toastmasters International selected travel vendor are not reimbursable as the expense is already paid by World Headquarters.

**Mileage:**

- You must provide a document indicating route from a map source.
- Mileage reimbursement is based on the most direct route and is not to exceed the lowest coach-class airfare. The rate of reimbursement is subject to change depending on the current mileage reimbursement rate in effect for federal income tax purposes by the Internal Revenue Service of the United States.
- A person riding with another person receiving mileage reimbursement cannot also request mileage reimbursement.

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**Reimbursement:**

USD check for leaders within the United States (mailed to address on page 1)

Wire transfer for leaders outside the United States (complete information below). Some banks charge a wire transfer fee. This fee is not reimbursable by Toastmasters World Headquarters.

Conversion will be done by WHQ using the transaction date. WHQ uses the website OANDA.com to convert payment amount.

The following information is **required** each time you request a reimbursement:

**Requested currency** \_\_\_\_\_

**Bank name** \_\_\_\_\_

**Bank address** \_\_\_\_\_

**Name as it appears on account** \_\_\_\_\_

**Account number** \_\_\_\_\_

**IBAN number (required for European countries)** \_\_\_\_\_

**Routing number (Swift Code)** \_\_\_\_\_

**BIC Code (if applicable)** \_\_\_\_\_

**BSB Code (required for Australia)** \_\_\_\_\_

**IFSC number (required for India)** \_\_\_\_\_

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**Please submit completed form with attached receipts to [districts@toastmasters.org](mailto:districts@toastmasters.org) no later than 30 days after the event.  
Late submissions may be denied.**

Toastmasters International • 9127 South Jamaica Street, Suite 400 • Englewood, CO 80112 • USA

*Allow three to four weeks processing time for reimbursement requests.*