



D58 Claim / Reimbursement Information

Toastmaster’s International and D58 resources:

- *TI District Finance Page* <https://www.toastmasters.org/leadership-central/district-leader-tools/district-management/district-finance>
- *District Budget Success Guide (lists what district funds can be used for)* <https://toastmasterscdn.azureedge.net/medias/files/department-documents/finance-documents/district-budget-success-guide.pdf>
- *Voucher For Reimbursement Form* <https://www.toastmasters.org/resources/voucher-for-reimbursement-form>
- *Concur Expense Report Training Video* http://origin-gps.onstreammedia.com/origin/toastmastersinternational/eLearning/DL/concur/story_html5.html
- *D58 Procedures review sections pertaining to reimbursements*

There are a few ways to complete and expense report, however we recommend processing most if not all claims through Concur as it is an easy and automated process.

Reimbursement through Concur

- The member submits an expense report, the report then gets approved by Finance Manager, the District Director, and lastly Toastmasters International. Thereafter the reimbursement funds are direct deposited in to the member’s account as listed in Concur.
- For new Concur members the following information is needed and should be completed and submitted on the new user template to TI weekly to upload.

 Concur User Creation Form for Toastmasters International										
First Name (must be legal name)	Middle Name (required for travel ONLY if on traveler's ID)	Last Name	Membership ID	Preferred Email	District Title	District Number	1st approver (District Finance Manager)	2nd Approver (District Director)	Country of Residence	Reimbursement Currency
Jane		Doe	00112233	jane.doe@gmail.com		001	Linda Foster	Ben Stan	USA	USD

- Using Concur as our go to option for reimbursements makes it easier for the Auditors to get to Audit the financials using a Concur Auditor login with less printing or transporting of physical supporting documents.
- If you have a new or transferred Concur account, login for the first time using the following credentials.
 - www.concursolutions.com
 - User ID: [8-digit member ID]@toastmasters.org
 - Example: 00112233@toastmasters.org
 - Password: welcome
- [HERE](#) is a link to the online Concur training on how to complete a reimbursement.

Reimbursement through a local bank account

- Claims can be processed through the local accounts and we recommend using the voucher system found on the website, [HERE](#) (Voucher for Reimbursement Form).
- If claims are processed this way the FM needs to enter in in to Intacct to be available in to the monthly reconciliations.