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TO: District Executive Committee  
RE: **2019-2020 D7 SOP – Reimbursement for Mileage and Parking Fees**  
DATE: September 28, 2020 / REF: DDM-001

Effective July 1, 2019, below are the 2019-2020 guidelines for reimbursement of mileage and parking fees.

**Eligibility.** The District Executive Committee shall be eligible for reimbursement, subject to availability of district funds. Reimbursements must be submitted within 60 days of travel. The District Executive Committee consists of the District Director, Program Quality Director, Club Growth Director, Public Relations Manager, Administration Manager, Finance Manager, Immediate Past District Director, Division Directors, and Area Directors. The District Chief Judge may be reimbursed for approved travel expenses.

**Eligible Distance Traveled.** Reimbursement will be for qualified travel of at least 25 miles one-way, or 50 miles roundtrip, calculated using the most direct route. Basis will be MapQuest, Google Maps, or similar tools.

**Standard Mileage Rate.** District 7 standard mileage rate is set at **.14 cents per mile** driven while on qualified travel, for a trip totaling 50 miles roundtrip, or 25 miles one-way. This guideline is based on TI Policy 8.3.B (District Leader Expenses) that states, "Allowable travel expenses may include up to round-trip airfare or other public transportation (coach) or mileage up to the current charitable standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service, and parking."

**Parking Reimbursement.** Parking expenses for qualified travel may be reimbursed based on actual receipts.

**Qualified Travel.** Reimbursement shall only be made for travel that meets the minimum 25-mile one-way trip criterion (or 50 miles round-trip), benefits the district, and is consistent with the District Mission.

Examples of approved travel:	Examples of non-approved travel:
<ul style="list-style-type: none"><li>• Official club visits by Area Director or Assistant</li><li>• Toastmasters Leadership Institute (TLI)</li><li>• District 7 training events</li><li>• Prospective club kickoff or relaunch meetings</li><li>• New club charter meeting or celebration</li><li>• Area contests and division contests</li><li>• District 7 <b>spring conferences</b> (<i>business meetings</i>)</li><li>• Division and Area Council meetings</li></ul>	<ul style="list-style-type: none"><li>• Unofficial club visits by Area Director or Assistant</li><li>• Club visits by Division Director or Assistant (unless covering for Area Director official visit)</li><li>• Regular Toastmasters club meetings</li><li>• Installation of club officers (unless combined with qualified/approval travel)</li><li>• Scouting of new venues for future club meetings</li><li>• Qualifying of prospective clubs</li><li>• Accumulation of mileage over time</li></ul>

Please contact me at [dd@d7toastmasters.org](mailto:dd@d7toastmasters.org) with questions or concerns.  
Emilie Taylor, DTM, District Director, 2019-2020