



District Executive Committee Training

Electronic Expense Reimbursement System



Presentation Outline

- ▶ New System Benefits
- ▶ Explanation of Expense Reimbursement Process
- ▶ Other Finance Items



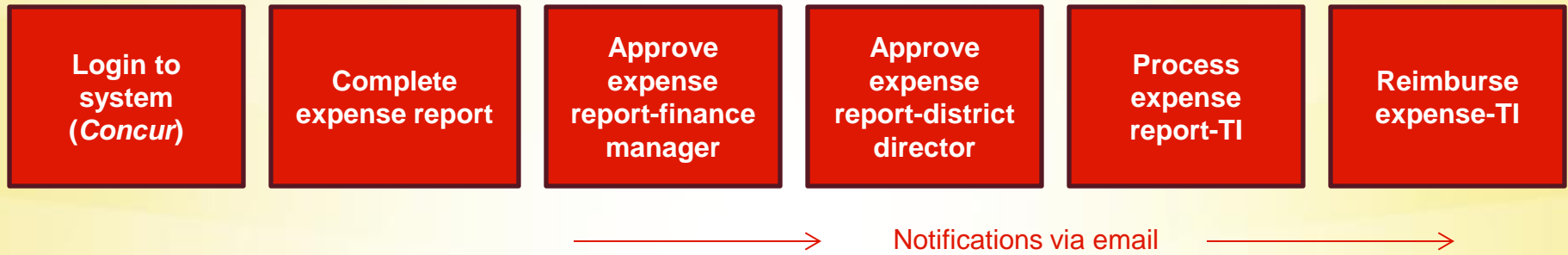
Overview

▶ Benefits of New System

- Increased cycle time for reimbursements
 - Can be reimbursed within a week!
- Allows for electronic documentation and approvals
 - **No hard copy** vouchers/expense reports, receipts, signatures, and checks
 - Enables use of mobile technology

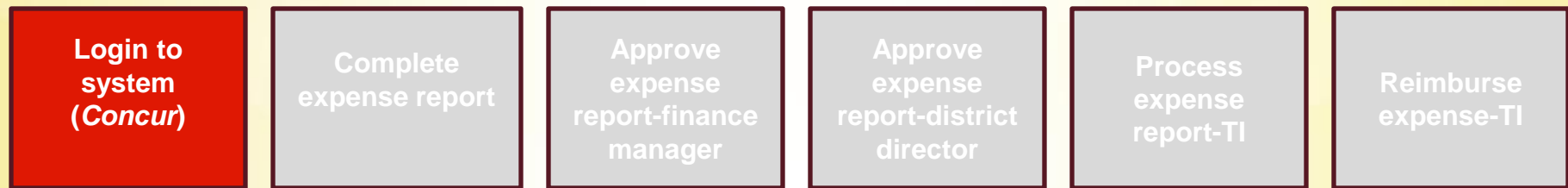


Electronic Reimbursement System Process





Electronic Reimbursement System Process

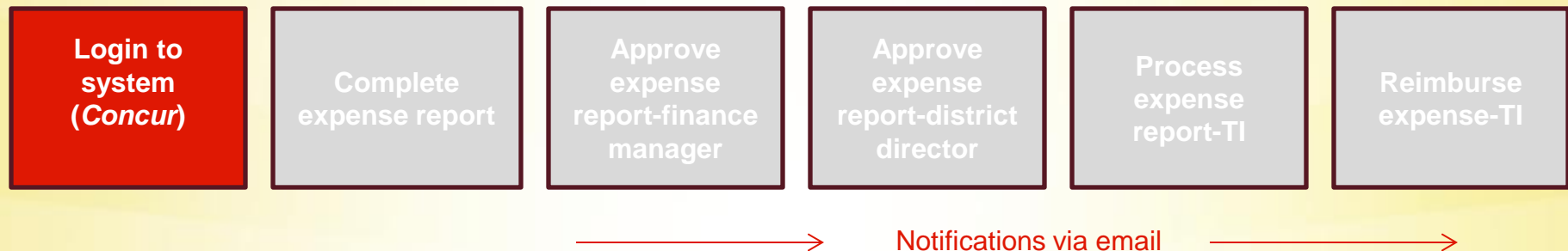


—————> Notifications via email <—————>

- ▶ Must attend training before an expense report can be approved
- ▶ Given an account at beginning for fiscal year:
 - District Executive Council
 - TLI Dean
 - Conference Chair
- ▶ Account created on an as needed basis:
 - Everyone else



Electronic Reimbursement System Process



▶ Security

- Login, bank account information cannot be seen by district or TI
- Prompted to set a unique password upon first login
- Only depository transactions
- Forgotten passwords are automatically reset by TI
- Accounts deactivated annually at fiscal year-end



Electronic Reimbursement System Process



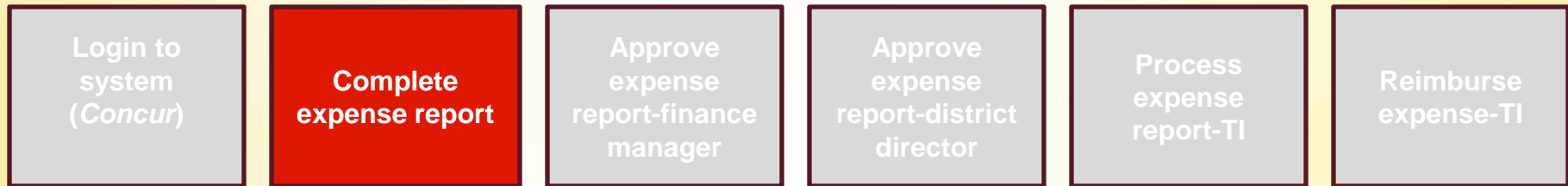
—————> Notifications via email <—————

▶ Account Creation

- Notify finance manager of need for account
- Attend training
- Provide finance manager with information to set up account
- Receive login information and directions from finance manager after account set up (usually takes a week)
 - Verify personal information
 - Enter bank information



Electronic Reimbursement System Process

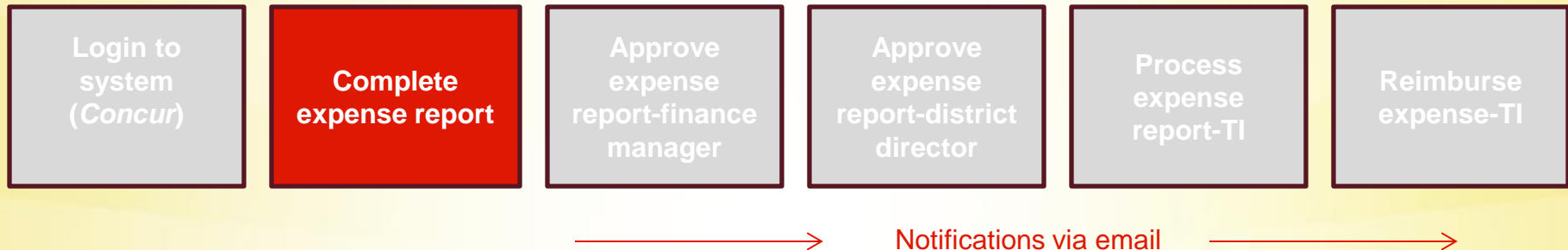


—————> Notifications via email <—————

- ▶ Need following information to complete an expense report:
 - Expense Type and Reporting Code (see *Guidance on Allowance Expenses*)
 - Transaction date
 - Business purpose
 - Vendor name
 - City of purchase
 - Event period (month in which expense was incurred)
 - Subsidiary=District
 - Proper documentation to support all expenses claimed
 - All file formats are accepted without size limitations



Electronic Reimbursement System Process



▶ What Is proper documentation?

- Itemized receipts
 - **Be careful with pizza receipts!**
- Must be legible
- Attached proper authorization and approvals
 - Individual transactions **and** expense reports greater than \$500, must be approved via **email in advance** by the finance manager **and** district director, program quality director, or club growth director



Electronic Reimbursement System Process



—————> Notifications via email <—————

► First Time Submitting an Expense Report?

- There will be a 2-3 delay!
 - Concur verifies accuracy of bank information by depositing .01 into account.
 - Resubmit expense report after verifying .01 deposit has occurred



Electronic Reimbursement System Process

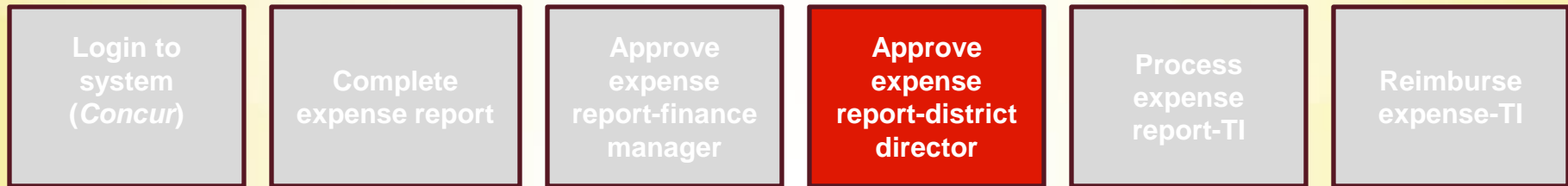


—————> Notifications via email <—————>

- ▶ Finance manager reviews for the following items:
 - Submission of legible, itemized receipts
 - Submission of proper authorization and approval documentation
 - Correct expense coding
 - Expense is in accordance with district and TI missions
- ▶ Expense reports will be returned to requestor for incorrect documentation and approvals



Electronic Reimbursement System Process

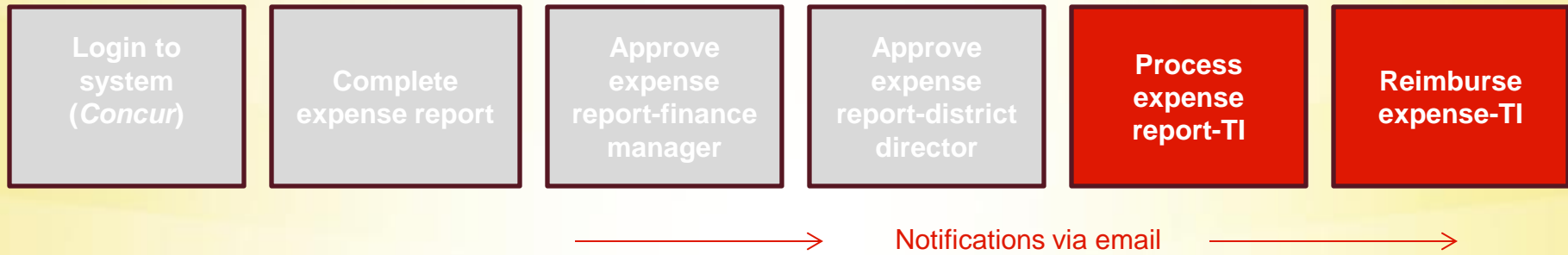


—————> Notifications via email <—————

- ▶ District director reviews for the following items:
 - Submission of legible, itemized receipts
 - Submission of proper authorization and approval documentation
 - Correct expense coding
 - Expense is in accordance with district and TI missions
- ▶ Expense reports will be returned to requestor for incorrect documentation and approvals



Electronic Reimbursement System Process



- ▶ TI issues checks for all expense reports submitted.
 - Can opt for electronic funds transfer (EFT) or manual check
 - EFT: Expense reports sent to and processed by TI by Tuesday 3pm will be paid via EFT by Friday (3 days later); otherwise, the following Friday
 - Manual: 2-6 weeks to issue



Other Items

- ▶ Seek Approval Before Incurring an Expense
 - Expenses will not be reimbursed if they do not meet TI policy, district mission, or district leadership expectations
- ▶ Expenses Older Than 60 Days
 - Will not be paid by the district in accordance with TI policy
- ▶ Tokens of Appreciation
 - Limited to \$25
- ▶ Ineligible District Expenses
 - Speechcraft (includes areas and divisions)
 - Payment of members' dues



Conclusion

Questions?

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