



# District Finance Manager Update

October 19, 2024

# Concur User IDs

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- User Set-up Requests Submitted on October 1st
  - All Area and Division Directors without an ID were submitted.
  - Allow two to three weeks processing time by Toastmasters International
  - Updates occur on Fridays. You will receive a welcome email from Concur
    - Navigate to [www.concursolutions.com](http://www.concursolutions.com)
    - User ID: toastmasters member number (including leading zeroes)@toastmasters.org
    - Request password reset
    - Set-up 2 factor authentication
    - Once logged in, set-up your bank information.

# Contest Reimbursements

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- Dollar Limits
  - Maximum \$30 per Area per Contest. Still \$30 per Area even if combined contest.
  - Maximum \$100 per Division per Contest.
- Eligible Expenses
  - Room rentals are eligible.
  - Food or other expenses can be covered by tickets, raffles and donations.
- How do I Participate?
  - Obtain pre-approval from District Finance Manger via email.
  - Include documentation of the proposed expenditure (e.g., screen shot of rental agreement) and other relevant details in your message.
  - Submit Concur expense report with an itemized receipt and copy of approval.

# Open House Reimbursements

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- Dollar Limits
  - Maximum \$50 per Open House. Maximum of 2 Open Houses per club per year – Fall and Spring.
- Eligible Expenses
  - Refreshments (non-alcoholic), food, decorations, printing, and supplies.
  - Any raffle or other prizes must fall within the Token of Appreciation guidelines – gifts up to \$25 in value, with cash and gift cards prohibited.
- How do I Participate?
  - Need a Concur User ID and pre-approval from District Finance Manager via email.
  - Include the proposed date and budget for the event.
  - Submit Concur expense report with an itemized receipt, copy of approval, and agenda or flyer.

# Incentives Refresher

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- Cash and cash equivalents are prohibited
- Allowable
  - Toastmasters products.
  - Toastmasters gift certificates.
  - Registration (e.g., Conference)