

DTTMC Reimbursement Policy of Expenses

(Effective on May 10, 2008)

Provided that the Club has sufficient balance, expenses are reimbursable upon request accompanied by appropriate voucher in accordance with the table below.(Note 4)
In case of a contest which is hosted by DTTMC, a different reimbursement policy should be implemented appropriately.

District, Division, Area Event	Participated as	Registration Fee	Transportation	Lodging
English Speech Contest	Contestant	100%	100%	100% (Max ¥10,000)
	Judge, Timer, Tally Counter		100% (Max ¥20,000)	
	General participant	0	0 (Note 1)	0
Workshop	Lecturer (Note 2)	100%	100% (Max ¥20,000)	0
	General participant	0	0 (Note 1)	0
Officers Training, Council Mtg. Executive Committee Mtg.	Club Officers	0	100% (Max ¥20,000)	100% (Max ¥10,000)
	District, Division, Area Officers			
	General participant	0	0 (Note 1)	0

Other Expenses (Note 3)	100%
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Note 1 : Those who participate with prior notice in the district, division, area event /contest held in the city at more than 150km far from Aobadai will be supported with ¥5000 at a maximum.

Note 2 : A lecturer should request the host to pay the cost as much as applicable.

Note 3 : Venue fees, Projector fees, Parking for SAA jobs, Stationeries, Courier services, Postages, Phone calls, etc

Note 4 : Exceptional cases are subjected to approval by the club.

Revised policy was proposed and approved on June 14, 2008

President (signed) _____ Treasurer (signed) _____

DTTMC Reimbursement Request Sheet

Request Date : _____

Requester : _____

Role : _____

Traveling	Date	From	To	Remarks	Fare	Lodging	Total	
						¥	¥	¥
						¥	¥	¥
						¥	¥	¥
						¥	¥	¥
						¥	¥	¥
						¥	¥	¥
						¥	¥	¥
						¥	¥	¥
						¥	¥	¥
Total						¥	¥	

Other Expenses	Date	Items	Comments	Charge	
					¥
					¥
					¥
					¥
					¥
					¥
					¥
					¥
					¥
Total				¥	

Note1: The receipts should be attached in case you could get.

Note2: Items should be compiled in one line, e.g. round trip, copy charge, parking.fee.

Grand Total ¥

Checked by ;

 Treasurer

 Date
