

DTTMC Expenses Reimbursement Policy

Revision history Current version : 2015 May 9
 Most recent revision : 2013 Aug. 24
 Original version : established in March 2000

Provided that the Club has a sufficient cash balance, expenses may be reimbursed upon request in the designated form in accordance with the table below. Receipts must be attached as far as available.

When DTTMC hosts a contest, an ad-hoc reimbursement policy instead of this policy may be applied, provided that such adhoc policy is approved by the Club.

District, Division, Area Event	Participated as	Registration Fee	Transportation	Lodging
Speech Contest (Area or Division which DTTMC is assigned to, and District.)	Contestant	100%	100%	100% (Max.Yen 8,000/a night/person)
	Any Role Taker		100% (Max Yen 20,000 round trip)	
	General participant	0	0 (Note 1)	0
Workshop (hosted by other club or Area and above)	Lecturer or role taker (Note 2)	100%	100% (Max Yen 20,000 round trip)	0
	General participant	0	0 (Note 1)	0
Officer's Training, District Council Mtg. Executive Committee Mtg.	Club Officers	0	100% (Max Yen 20,000 round trip)	100% (Max.Yen 8,000/a night/person)
	District, Division, Area Officers	0		
	General participant	0	0 (Note 1)	0

TI Manual sets of Success Leadership Series or Success Communication Series	Any manual cost beyond \$12 per set (on the conditions specified in Note 3) The shipping and handling expenses may be reimbursed (prorated by weight).
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Other Expenses (Note 4)	100%
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Note 1 : 100% of transportation expense for those who participate in the Area, Division (which DTTMC is assigned to), or District event/contest held in a venue with the most adjacent station located more than 150km far from Aobadai Station with prior notice may be reimbursed.

Note 2 : A lecturer should claim its actual cost to the host as much as applicable.

Note 3 : When a set in the series is purchased and under an assumption that a typical coordinator's guide costs \$12.

VPE approves the purchase to avoid too recent repetitions.

The purchaser (regardless of ACS holder) plans to execute the project within 12 months.

Workbooks must be given to DTTMC members.

If the purchaser leaves DTTMC without execution of the project, s/he must refund the applicable subsidies.

VPE of each term shall control the projects and manual orders under the series.

Note 4 : Venue fees, Projector fees, Parking for SAA jobs, Stationeries, Courier services, Photo, phone calls, etc

Note 5 : Reimbursement of other expenses than those shown above should be approved by the club.

Revised policy approved on May 9, 2015

President (signed)

 Treasurer (signed)