

## Revised DTTMC Expenses Reimbursement Policy

Revision history      Current version : 2011.01.08  
 Previous version: 2008.06.14  
 Original version : established in March 2000

Provided that the Club has sufficient balance, expenses are reimbursable upon request accompanied by appropriate voucher in accordance with the table below.

In case of a contest which is hosted by DTTMC, an ad-hoc reimbursement policy instead of this policy will be applied.

District, Division, Area Event	Participated as	Registration Fee	Transportation	Lodging
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 Area, Division, or District event /contest held in the city more than 150km far from Aobadai

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 approved on January 8, 2011

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  
 \_\_\_\_\_