

**DISTRICT 66  
OPERATING PROCEDURES MANUAL**



**2015-2016**

# District 66 Operating Procedures Manual

(Revised March 2016)

## Table of Contents

Description of this Document .....	3
1. Purpose .....	3
2. Explanation of Acronyms Used In This Document .....	3
3. Definitions of Terms Used In This Document .....	3
Procedures Bulletin No. 1 – Reimbursement of Transportation and Travel-Related Expenses .....	4
1. Within the District .....	4
2. Outside the District .....	4
Procedures Bulletin No. 2 – Submission of Expenses for Reimbursement .....	6
Procedures Bulletin No. 3 – Guidelines for Presentation of District 66 Annual Awards .....	7
1. General Awards Criteria .....	7
2. Communication and Leadership (C&L) Award .....	7
3. Outstanding Area Director, Division Director and Toastmaster of the Year Award .....	7
4. Other District Awards .....	7
5. District Directory Hall of Fame .....	7
Procedures Bulletin No. 4 – Designation of Divisions and Areas .....	8
Procedures Bulletin No. 5 – Guidelines for District Audit Committee .....	9
Procedures Bulletin No. 6 - District Operations and Document Distribution .....	10
1. District Operations .....	10
2. Document Distribution .....	10
Procedures Bulletin No. 7 – Selection of Site Selection and Host Divisions for Fall and Spring District Conferences .....	11
1. Conference Rotation .....	11
2. Conference Site Selection .....	11
Procedures Bulletin No. 8 – District Conference Expenses .....	12
Procedures Bulletin No. 9 - District Conference & Leadership Institute Reimbursement .....	13
1. Top Three District Officers .....	13
2. District 66 Invited Educational Presenters from outside District 66 .....	13
Procedures Bulletin No. 10 - Guidelines for the District Nominating Committee .....	14
Procedures Bulletin No. 11 - Five Year Strategic Planning Committee .....	15
Procedures Bulletin No. 12 – International Director (ID) and Region Advisor (RA) District Visit .....	16
Procedures Bulletin No. 13 – District 66 Procedures .....	17
Procedures Bulletin No. 14 – District Parliamentarian .....	18
APPENDIX .....	19

# District 66 Operating Procedures Manual

(Revised March 2016)

## Description of this Document

### 1. Purpose

This operating procedures manual is intended to provide the reader with a reference source for the operating procedures of District 66. This document is also intended to preserve the unique tradition and culture of District 66 in relation to the larger Toastmasters International organization. Where this document conflicts with official Toastmasters policy, rules or protocols, official Toastmasters International policy and rules will take precedence, as cited by the guidelines provided by TI and copied below:

*DISTRICT PROCEDURES: Districts may establish procedures to provide consistency and help guide district leaders from year to year. Procedures may be established and changed by either the district executive committee or the district council. District operating procedures may not be called "policy" or "protocol," and they cannot duplicate, contradict or be more restrictive than Toastmasters International governing documents. Only Toastmasters' Board of Directors may create policies. Consult District Leader Service and Support at World Headquarters before adopting new district procedures or before making significant changes to existing procedures, and provide a copy of your district's procedures manual to World Headquarters for review. Each year, post district procedures on the district website.*

### 2. Explanation of Acronyms Used In This Document

Abbreviation	Meaning
AD	Area Director
CGD	Club Growth Director
D66	District 66
DD	District Director
DEC	District Executive Committee
DivD	Division Director
ID	International Director
IPDD	Immediate Past District Director
PDD	Past District Director
PDG	Past District Governor
PID	Past International Director
PQD	Program Quality Director
PRA	Past Region Advisor
RA	Region Advisor
TI	Toastmasters International

### 3. Definitions of Terms Used In This Document

Phrase	Meaning
District Trio	The District Director, Program Quality Director, and Club Growth Director. Formerly, the District Governor, Lt. Governor Education & Training, and Lt. Governor Marketing.

# District 66 Operating Procedures Manual

(Revised March 2016)

## Procedures Bulletin No. 1 – Reimbursement of Transportation and Travel-Related Expenses

### 1. Within the District

Transportation expenses for mileage incurred while in the act of official District business, including visits, speech contests and officially called meetings, by members of the DEC, District Committee Chairs, club coaches and mentors, Dominion Traveler editor and webmaster shall be reimbursed from available District funds at the rate of **forty cents per mile** for travel by private vehicle only. Reimbursement occurs if the round trip distance traveled is greater than 20 miles. If the travel requires payment of a toll, reimbursement shall be made as per submitted receipts. Non-tolled driving options should be utilized whenever possible. There is no reimbursement for a person who rides with someone else. These expenses shall be reimbursed according to the District budget if funds are available.

### 2. Outside the District

The District should refer to TI Policy 8.3 - District Leader Expenses – which outlines District Leader Expenses Paid by World Headquarters and District Leader Expenses Paid by District. Also to District expenses, governed by Article XII, Section 2, of the TI Bylaws for guidance for transportation and travel related expenses when traveling Outside the District. The script of these policies and protocols are included in the **Appendix** to this document for quick reference. However, the District Trio is encouraged to refer to the TI Governing Document on the TI website for the latest updates using the following link:

<http://www.toastmasters.org/govdocs>

Based on the above referenced TI policy, protocols and District expenses, the District adopted the following guidelines for Transportation and Travel-Related Expenses outside the District:

- **For Mid-Year Leader Training,**
  - The District shall pay the lowest cost round-trip fare available, when purchased a minimum of 21 days in advance, for the District Trio **less any Toastmaster International (TI) travel reimbursements** as outlined above.
  - The District Trio will receive reimbursements for lodging (not to exceed the TI negotiated rate) for up to 3 nights for the Mid-Year training with filed receipts, if they fall within the means of the District budget. (Meal expenses may be paid up to \$30 per day with filed receipts.) Any meal(s) required to be included in the registration fee is considered an acceptable expense.)
- **For August Leader Training prior to the International Convention,**
  - The District shall pay the lowest cost round-trip fare available, when purchased a minimum of 21 days in advance, for the District Trio **less any TI travel reimbursements** as outlined above.

# District 66 Operating Procedures Manual

(Revised March 2016)

- The District Trio will receive reimbursements for lodging (not to exceed the TI negotiated rate) for up to 3 nights For August Leader Training with filed receipts, if they fall within the means of the District budget. Meal expenses may be paid up to \$30 per day with filed receipts. Any meal(s) required to be included in the registration fee is considered an acceptable expense.)
- **For attendance at the International Convention,**
  - The DD, PQD and CGD may receive reimbursement for registration fees, lodging and meals for up to 4 days. Lodging is not to exceed the TI negotiated rate. Meal expenses may be paid up to \$30 per day for up to 4 days with filed receipts for attendance at the International Convention **less any TI reimbursements or paid expenses.**
  - **If the IPDD produced a distinguished or better District the prior year,** the District shall pay the lowest cost round-trip fare available, purchased a minimum of 21 days in advance, **less any TI reimbursements or paid expenses** to the International convention. The IPDD may also receive reimbursement for registration fees and lodging (not to exceed the TI negotiated rate for lodging) for up to 4 days with filed receipts **less any TI reimbursements or paid expenses.**
  - Speech contestants will not be reimbursed for travel to the International Convention by TI. District 66 will not, as per TI Protocol, provide any expense payments to speech contestants attending the International Convention.

All travel for individuals noted above (if not paid by TI) and lodging reimbursement is paid only for the days in attendance at each event, at actual expense with required receipts. If travel is via vehicle and several District officers ride together, travel reimbursement is given only to the owner of the vehicle driven to the event.

*These expenses shall be reimbursed according to the District budget if funds are available.*

*Revised March 10, 2016*

# District 66 Operating Procedures Manual

(Revised March 2016)

## Procedures Bulletin No. 2 – Submission of Expenses for Reimbursement

Expenses incurred by District officers, committee chairs and other officials appointed by the DD carrying out District business (including club visits, contests, conferences and officially called meetings) shall be reimbursed according to the District budget if funds are available. Reimbursement should be made within 60 days of receipt of an authorized request. Approval must be given by the DD prior to payment. Any expenses not submitted within 30 days after the incurred expense may be honored at the discretion of the DD. All requests for reimbursement must be submitted by June 30th of the District year.

The District will provide lunch for attendees at DEC meetings when those meetings are **four** hours or more in length and must be budgeted line items in the District Budget, and kept to a reasonable cost.

*These expenses shall be reimbursed according to the District budget If funds are available.*

*Revised March 10, 2016*

# District 66 Operating Procedures Manual

(Revised March 2016)

## Procedures Bulletin No. 3 – Guidelines for Presentation of District 66 Annual Awards

### **1. General Awards Criteria**

All awards are to be non-monetary in nature. Cash awards are prohibited as they can be construed as payment for services rendered which jeopardize Toastmasters International's educational, not-for-profit organization status. The value of an award should not exceed \$60.00 for individuals and \$100.00 for clubs. When applicable, as for club and membership extension awards, the award should be cost neutral (i.e. the financial benefit derived for the District matches the value of the award.) An Awards Committee Chair shall be appointed by the District Director.

### **2. Communication and Leadership (C&L) Award**

Award nominations will be presented to the DEC for selection of the C&L award winners a minimum of 30 days before the conference. The C&L Award is given to a non-Toastmaster who exhibits the qualities of effective communication and excellent leadership.

Nominations may come from any member in good standing of a club in good standing.

Typically the award is presented to a person from the area where the conference is being held.

### **3. Outstanding Area Director, Division Director and Toastmaster of the Year Award**

Recipients will be nominated by the awards committee for selection by the current year's DD, PQD & CGD. The criteria established by Toastmasters International will be used to select the award winner. The Toastmaster of the year must be nominated by a club of which he/she is a member in good standing to be considered.

### **4. Other District Awards**

Other special awards may be presented at the District level. These awards shall be budgeted.

### **5. District Directory Hall of Fame**

A continuing list of previous recipients of each of the following District 66 events and awards shall be maintained in the District directory:

- District Presidential Visits
- District Presidential Citations
- District International Presidents
- District Region Advisors
- District International Directors
- District International Speech Finalists
- Past District Governors and Directors (including Distinguished District status achieved)
- C&L Award Recipients
- Division Director of the Year, Area Director of the Year and District Toastmasters of the year

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# District 66 Operating Procedures Manual

(Revised March 2016)

## Procedures Bulletin No. 4 – Designation of Divisions and Areas

The DD shall appoint a Realignment Chair to report to the DEC and the District Council on the reassignment of Clubs to Areas and Areas to Divisions. The Realignment Chair shall form a standing Realignment Committee of equal representation from division. The chair is encouraged to engage the Division Directors (DivD) from each division to review reassignment. The committee shall review the composition of the Areas and the Divisions to ensure they are reasonably well balanced regarding the number of Clubs in each Area and number of Areas in each Division, and report their findings to the DEC as scheduled and requested by the District Director.

The determination of “reasonably well balanced” shall be based on the following criteria:

- The number of Clubs in an Area must not be less than four (4), nor more than six (6).
- TI guidelines call for the number of areas per division to be three or more and there is no maximum on the number of areas per division. However, it is strongly recommended, when possible, that the number of Areas in a Division not be less than four (4), nor more than six (6).
- The maximum number of Clubs per Area, or Areas per Division, as specified in (a) and (b) above, may be exceeded, but only if requested by the specific Area or Division Council.

If an Area or Division is found to be too large, or too small, the committee shall present specific recommendations for adjustments to existing alignment so as not to disrupt the existing alignment any more than is necessary to reestablish reasonably balanced Areas and Divisions.

Realignments may only be voted on at the Annual Business Meeting (District Council Meeting) at the D66 Spring Conference, with the changes to be in effect July 1, at the start of the new District year.

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# District 66 Operating Procedures Manual

(Revised March 2016)

## Procedures Bulletin No. 5 – Guidelines for District Audit Committee

The audit committee is to refer to TI policy for direction.

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# District 66 Operating Procedures Manual

(Revised March 2016)

## Procedures Bulletin No. 6 - District Operations and Document Distribution

### 1. District Operations

- Elected District Office Positions: In addition to the Top Three District offices (DD, PQD and CGD), the following District Offices are elected positions: District Finance Manager and Division Directors.
- Appointed District Office Positions: The following District Offices are appointed positions by the DD: District Administration Manager, District Public Relations Manager and Area Directors. NOTE: The Logistics Manager position, which is not an officially recognized position by TI, is an appointed position by the District DD.
- All District Office appointments made by the DD must be presented to the DEC and the District Council for approval by majority vote by each group.

### 2. Document Distribution

In order to provide a continuity of effort and communication within District 66 and to provide the governing body of the District with information needed to give maximum assistance to the Toastmasters in the District, the following documents, and any other documents required to provide knowledge to reach the goals of the District, are to be produced and distributed as approved by the District Director as soon as practical after July 1 and within the timeframe set by TI:

- District Operating Procedures
- District Calendar
- District Budget
- District Directory

The DD shall assure that all committee and officer reports be submitted to all members of the Executive Committee at least seven calendar days in advance of any meetings where DEC members shall be called upon to consider and/or vote on the contents of said reports. The method of distribution shall be at the discretion of the DD, but assuring effective distribution maximally. If notice is not given to the DEC the report may be read into the record but may not be debated nor voted upon until the next appropriate meeting so as to assure proper deliberation of the DEC and the best possible service.

*Revised March 10, 2016*

# District 66 Operating Procedures Manual

(Revised March 2016)

## Procedures Bulletin No. 7 – Fall and Spring District Conferences Site Selection and Host Divisions

### 1. Conference Rotation

D66 conferences will rotate from Division to Division. The rotation will be as follows:

Spring Conference		Fall Conference	
2016	West - Div. A	2016	Central – Div. B
2017	East – Div. D	2017	West – Div. A
2018	Central – Div. C	2018	East – Div. E

Any new divisions added will be added to the rotation for the following District year.

In selecting conference sites, in the event other factors make equitable rotation impractical (e.g. cost too high, facilities not available, etc.) a majority decision of the DEC may override the rotation specified above.

### 2. Conference Site Selection

The District Director shall appoint a Site Selection Chair and committee, by August 1 to investigate the availability of conference sites (facilities) for the District Conference as noted above. The Site Selection Chair, an experienced Toastmaster skilled in hotel negotiations and selections, shall be appointed by the District Director for the following year's two Conferences and that District Director will be responsible for signing the contracts. The Site Selection committee will include the incoming CGD and PQD.

Further, the Site Selection Chair shall submit a list of recommendations (of at least three locations) to the DEC by no later than November 1 (for the following year's Fall Conference) and May 1 (for the following year's Spring conference). The DEC shall then make the final determination of conference date and location so that firm reservations may be made with the facility at least one year in advance of the conference. Site selections are to be determined one District year in advance to allow for best possible sites and competitive rates.

Conference Chairs will then be appointed during the current District year and serve that administration.

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# District 66 Operating Procedures Manual

(Revised March 2016)

## Procedures Bulletin No. 8 – District Conference Expenses

Costs associated with attending a District Conference should be held to a minimum to encourage broad participation by as many Toastmasters and guests as possible. Conference funds must be maintained by the District Finance Manager and accounted for separately as an item in the District Budget. The District Conference is a District event.

Typical conference expenses include:

- Mailing and printing costs associated with "stand alone" District Conference publicity flyers, District Conference publicity flyers, District conference agenda and programs.
- Direct meal expenses.
- Indirect meal expenses like table decorations and printed programs.
- Purchased supplies like educational pamphlets, pins, ribbons, registration labels, signs, flip charts, contest trophies, District awards, etc. which are given and distributed at conferences
- Printing expenses for handouts.
- Hospitality room expenses
- Expenses associated with coffee breaks.
- Meeting Room charges.
- Audiovisual charges.
- Meal and registration expenses for C&L recipient and one guest.

Whenever possible, the Site Selection Chairman shall negotiate for as many complimentary rooms as possible as part of the hotel package. Complimentary rooms are to be used for the visiting ID or RA, Guest speakers and /or as the Hospitality Suite. There are no registration fees for Official visits from the ID or RA. Other monetary benefits from free rooms shall be returned to the District through compensation from the hotel to the District.

Registration costs are to be kept to a minimum. Attendees shall contribute to the conference's financial obligations through registration fees, meal overrides, and event fees.

An "all events" registration fee, which excludes meal charges but includes attending educational sessions, keynote speeches, contests, etc., shall be charged to all Toastmaster attendees. The fee shall cover the use of the hospitality room, coffee breaks, educational session and meeting room charges. For a non-Toastmaster guest, the registration fee, which covers all events but not meals, shall be **50%** of the Toastmaster's fee. Non-Toastmaster guests shall be charged full price for meal overrides.

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# District 66 Operating Procedures Manual

(Revised March 2016)

## Procedures Bulletin No. 9 - District Conference & Leadership Institute Reimbursement

### **1. Top Three District Officers**

The District shall pay District Conference registration, meals and lodging (maximum of two nights) for the DD, PQD and CGD, with filed receipts. The expenses shall be a budgeted line item in the District 66 Annual Budget.

### **2. District 66 Invited Educational Presenters from outside District 66**

The District may pay for lodging (maximum of 2 nights), and travel expenses for visitors from outside District 66 invited by the District to serve as Keynote presenters, with filed receipts. Only one Keynote presenter may be invited to a conference. The expenses shall be a budgeted line item in the District 66 Annual Budget.

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# District 66 Operating Procedures Manual

(Revised March 2016)

## Procedures Bulletin No. 10 - Guidelines for the District Leadership Committee

The DD shall appoint the leadership committee chair, who should be a PDG or PDD, no later than October 1. The remaining committee members shall be appointed no later than November 1 and shall consist of no fewer than five members. The committee shall operate under the procedural rules adopted by the Toastmasters International Board of Directors for the selection of candidates for the elective District offices. The committee's results shall be reported in writing to the DD no fewer than six weeks before the District's annual meeting. The DD shall submit the nominating committee report to the members of the District Council at least four weeks prior to the annual meeting.

- The DD shall not be a member of the leadership committee.
- No committee member may be nominated or run from the floor for a District office at the election at which the committee's report is presented.
- Each committee member must be a member in good standing.
- Each Division within the District is represented equally on the committee.
- Committee members may participate by conference call, e-mail, or other means of communication when distance impedes participation.
- No member may have served on the leadership committee the previous year.
- International officer and director candidates, members of the Board of Directors, and RAs do not serve on the nominating committee.
- Committee members with a personal relationship with a candidate abstain from discussion and voting regarding that candidate.
- Committee members shall not participate in any campaign or endorse any candidate for District office.
- The District leadership committee interviews all known candidates for each elected position.
- All candidates are interviewed by at least two committee members jointly or individually.
- DEC members shall not take any action to endorse or officially support any District officer candidate.

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# District 66 Operating Procedures Manual

(Revised March 2016)

## Procedures Bulletin No. 11 - Five Year Strategic Planning Committee

District 66 shall adopt a standing committee for the purpose of long range, five-year strategic planning for the District. The chair shall be an active member of the District with strong and extensive background in strategic planning, or an active PDG or PDD, appointed by the current or incoming DD.

The chair shall select a standing committee consisting of the chair, the DD, the CGD, the PQD, the IPDD, and three additional members, from a pool of PDGs, PDDs or active members of the District with a proven strong background in strategic planning. The committee shall contain one or more members from each Division. All members shall be active members of the District and in good standing. The members shall be appointed by the current or incoming DD. All members may be reappointed to consecutive terms of service. The committee shall provide an interim report to the DD for the mid-year DEC meeting and formally present each year's new five-year strategic plan at the Spring Council meeting.

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# District 66 Operating Procedures Manual

(Revised March 2016)

## **Procedures Bulletin No. 12 – International Director (ID) and Region Advisor (RA) District Visit**

District 66 shall budget for a District visit from its Regional International Director and Region Advisor for the incoming District year.

The District should review TI policies and protocols concerning TI covered expenses. ( Policy 10.0 – Region advisor, Protocol 10.0 – Region Advisor Expenses; Policy 11.0 – Board of Directors, Protocol 11.2 – Board of Director Expenses) for these visits and budget accordingly. Where budget permits, the District should extend complimentary package to the visiting dignitaries that may include event registration, accommodation and meals. Usually transportation and some travel expenses are covered by TI.

The District should schedule these visits during District events that are most beneficial to the District and contribute to its success in achieving its performance and development and growth goals. These events include but not limited to District conferences, DEC meeting, club and District officer training, or meeting and consultation with the District leaders.

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# District 66 Operating Procedures Manual

(Revised March 2016)

## **Procedures Bulletin No. 13 – District 66 Procedures**

District 66 shall adopt a procedures committee for the purpose of review and revision of District operating procedures. The DD or DD-elect shall appoint the Procedures Review Committee Chair by December 31. The chair will then form a committee to review the District operating procedures and present (1) a draft revision to the DEC for review, discussion and approval and (2) a final revision to the District Council at the Spring Conference. The revisions will be approved by the District Council prior to implementation.

The District Operating Procedures shall be posted on the official District 66 website.

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# District 66 Operating Procedures Manual

(Revised March 2016)

## Procedures Bulletin No. 14 – District Parliamentarian

District 66 may select a District Parliamentarian who shall be an active member of District 66 in good standing of a club in good standing. The District Parliamentarian must be familiar with the basics of parliamentary procedure as outlined in *Roberts Rules of Order*. The District Parliamentarian will be appointed by the DD for the Toastmasters year, attending District Council meetings at the request of the DD, and may serve in consecutive administrations. The District Parliamentarian will advise the DD and the DEC on parliamentary procedure as needed.

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# District 66 Operating Procedures Manual

(Revised March 2016)

## **APPENDIX**

This appendix, which outlines TI Policy 8.3 is provided as a quick reference as a guide the District in approving Procedures Bulletin No 1 – Reimbursement of Transportation and Travel-Related Expenses outside the district. The district is encouraged to refer to the latest version of this policy on TI website whenever it updates its procedures manual. The TI link is:

[http://www.toastmasters.org/govdocs\\_](http://www.toastmasters.org/govdocs_)

### **Policy 8.3**

#### **District Leader Expenses**

##### **District Leader Expenses Paid by World Headquarters**

District expenses are governed by Article XII, Section 2, of the Bylaws of Toastmasters International. World Headquarters reimburses the travel expenses of the District director, program quality director, and club growth director (including for provisional District leaders and equivalent leadership roles for territorial councils) for the mid-year and August trainings as follows:

- I. World Headquarters fully reimburses round-trip public transportation costs at the lowest rate between the passenger terminal nearest the training site and the home of the officer.
- II. World Headquarters reimburses motor vehicle transportation at the current business standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service by the most direct route. Mileage reimbursement shall not exceed the lowest airfare rate. A person accompanying another person receiving reimbursement is not entitled to reimbursement.
- III. World Headquarters reimburses actual costs incurred for any other mode of transportation not exceeding the lowest airfare rate.

District directors attending the International Convention each receive a \$30- per diem (not exceeding \$120) when the District director attends the Candidates' Corner, Candidates' Showcase, and the Annual Business Meeting; one complimentary basic convention registration; and one complimentary President's Dinner Dance ticket.

World Headquarters does not provide reimbursement for travel or expenses for territorial council leaders except as specified above.

##### **District Leader Expenses Paid by Districts**

District expenses paid by Districts are governed by Article XII, Section (a) of the District Administrative Bylaws. Expense reimbursements to District leaders must be included in the District budget.

For Mid-Year District Leader Training, Districts may reimburse the District director, program quality director, and club growth director for lodging and transportation expenses not paid by World Headquarters. Meals may be reimbursed up to \$30 per day.

For August District Leader Training, Districts may reimburse the District director, program quality director, club growth director, and other leaders for whom training is provided and authorized by

# District 66 Operating Procedures Manual

(Revised March 2016)

Toastmasters International, for lodging and transportation expenses not paid by World Headquarters. Meals may be reimbursed up to \$30 per day.

For International Convention, Districts may reimburse the District director, program quality director, and club growth director for registration, lodging, and transportation expenses not paid by World Headquarters. Meals may be reimbursed up to \$30 per day.

For International Convention, Districts may reimburse the immediate past District governor for registration, lodging, and transportation expenses not paid by World Headquarters.

Districts do not reimburse any other individuals for travel outside the District or for items related to travel outside the District.

Registration includes conference or convention registration and ticketed events and meals that are part of the conference or convention.

Lodging includes hotel accommodations, including applicable taxes; it excludes personal telephone expenses and other incidental expenses.

## General District Leader Expense Provisions

Reimbursement of travel expenses is based on full participation and attendance.

Allowable travel expenses may include up to round-trip airfare or other public transportation (coach) or mileage up to the current business standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service, and parking. C. Travel expenses exclude motor vehicle rentals, gasoline, and incidental expenses.

If a District leader moves out of the geographic boundaries of the District from which that District leader was elected, reimbursement is based either on the residence at the time of election or on the current residence, whichever is less.

Districts do not provide any expense payments to speech contestants attending the International Convention.