

2017-2018 District 67 Subsidy Plan

1. Club Officer Training	
Amount:	Maximum NT\$3000 per division per training event
Note:	a. If total expenses exceed NT\$3000, the reimbursement amount is NT\$3000. If total expenses are less than NT\$3000, the actual amount spent will be reimbursed. b. If training is hosted by multiple divisions, the subsidy amount will be multiplied by the number of host divisions. E.g. two divisions host training event → 2 x NT\$3000 = NT\$6000 maximum subsidy.
Reimbursable expenses:	Administration expenses such as venue rental, printing/copying, stationery. Refreshments that are eligible for reimbursement include coffee, tea, snacks, fruit etc... but no lunch boxes or meals.
Application method:	Fill in the "Voucher of Reimbursement 2017-2018" (download from D67 website); submission by host division or area officer or director by post with original receipts that equal or exceed the subsidy amount.
Application date:	Within 30 days of the event and no later than 7/15/2018.
2. Other District Sponsored Training	
Amount:	Actual expenses will be reimbursed provided it meets the budget proposed and approved by PQD prior to training event announcement.
Reimbursable expenses:	Administration expenses such as venue rental, printing/copying, stationery. Refreshments that are eligible for reimbursement include coffee, tea, snacks, fruit etc. For full day district leadership training, lunchboxes are to be provided and are eligible for reimbursement.
Application method:	Fill in the "Voucher of Reimbursement 2017-2018" (download from D67 website); submission by host division or area officer or director by post with original receipts.
Application date:	Within 30 days of the event and no later than 7/15/2018.
3. Area & Division Contests	
Amount:	NT\$1000 per area contest; NT\$2000 per division contest
Reimbursable expenses:	Administration expenses such as venue rental, printing/copying, stationery. Refreshments that are eligible for reimbursement include coffee, tea, snacks, fruit etc.
Application method:	Fill in the "Voucher of Reimbursement 2017-2018" (download from D67 website); submission by host division or area officer or director by post with original receipts that equal or exceed the subsidy amount.
Application date:	Within 30 days of the event and no later than 7/15/2018.
4. Transportation Subsidy for Area Directors & Division Directors (full term 7/1/2017-6/30/2018)	
Amount:	NT\$1000 per area director; NT\$3000 per division director
Application method:	Fill in the "Voucher of Reimbursement 2017-2018" (download from D67 website); submission by area or division director by post with original transportation receipts (such as public transport tickets, taxi receipts, 'gas mileage expense calculation' form) that equal or exceed the subsidy amount. According to TI rules, gasoline receipts are not reimbursable. Note the gas mileage expense calculation form can be downloaded from D67 website.
Application date:	Any time during the term, but no later than 7/15/2018.
5. Pathways Ambassadors & Guides Transportation	
Amount:	NT\$1000 per Pathways ambassador and guide
Description:	Pathways Ambassadors: One year of service from 7/1/2017-6/30/2018) Pathways Guides: Six months of service beginning with the 1 st club visit. Responsible to provide training & guidance for at least 8 clubs as assigned by the PQD and Chief Ambassador.
Application method:	Fill in the "Voucher of Reimbursement 2017-2018" (download from D67 website); submission by Pathways Ambassadors or Guides by post with original transportation receipts (such as public transport tickets, taxi receipts, 'gas mileage expense calculation' form) that equal or exceed the subsidy amount. According to TI rules, gasoline receipts are not reimbursable. Note the gas mileage expense calculation form can be downloaded from D67 website.
Application date:	Any time during the term, but no later than 7/15/2018.

Remarks: When making the application, please note the following (which applies to all reimbursement applications:

- 1) Please specify applicant's contact information for us to contact in case of questions.
- 2) Please make the application item clear and easily understandable to help speed up the payment process.
- 3) Please paste all receipts onto A4 paper, and staple the A4 paper(s) to the "voucher of reimbursement". Feel free to write remarks on or beside the receipts regarding the expense content or purpose for easy reference.
- 4) Please do not overlap the receipts when pasting them because the District Finance Manager needs to make photocopies of all papers. (If receipts are overlapped, it is difficult to make photocopies.)