

2018-2019 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 "2018-2019_Reimbursement Voucher" (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:	Preferred within 30 days of the event and no later than 7/8/2019.
2. Other District Sponsored Training	
Amount:	Actual expenses will be reimbursed provided it meets the budget proposed and approved by DD 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 "2018-2019_Reimbursement Voucher" (download from D67 website); submission by host division or area officer or director by post with original receipts.
Application date:	Preferred within 30 days of the event and no later than 7/8/2019.
3. Area & Division Contests	
Amount:	NT\$2000 per area contest; NT\$3000 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 "2018-2019_Reimbursement Voucher" (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:	Preferred within 30 days of the event and no later than 7/8/2019.
4. Transportation Subsidy for Area Directors & Division Directors (full term 7/1/2018-6/30/2019)	
Amount:	NT\$1000 per area director; NT\$3000 per division director
Application method:	Fill in the "2018-2019_Reimbursement Voucher" (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 7/8/2019.
5. Transportation Subsidy for Club Coaches from a Different City	
Amount:	Train ticket cost per club visit
Description:	Club Coaches: service from 7/1/2018-6/30/2019 The purpose is to provide a fair subsidy for support of clubs in remote areas, e.g. from Tainan to Chiayi/Shin Ying.
Application method:	Fill in the "2018-2019_Reimbursement Voucher" (download from D67 website); submission by Club Coach by post with original train tickets.
Application date:	Any time during the term, but no later than 7/8/2019.

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.)