



District 35 DEC
The Abbey Resort
Fontana, WI
10/15/16



Agenda

Topic	Presenter	Duration
Intro / agenda	C. Laatsch	5
Accountability Partner update	C. Laatsch	8
Transferable skills from an Area Director perspective	Wuteska	7
Communication with clubs - Success and Failure	Cooper / Janci	15
Club Growth Update	Thelen	10
Program Quality Update	Cumiskey	10
Facetime Live	B. Laatsch	10
Area Director / Division Director Forum	Wuteska	10
Break	-	15
Conflict	C. Laatsch	30
Using the District and International website	Cumiskey	20
Succession Planning	Hawley	10
Conference Update / Tour	Cumiskey	30

What Do You See?







Transferrable Skills

Matt Wuteska

Oct 15, 2016



**What have you
learned that you
use regularly?**

Delegation!



► Get in the right mindset

- Set your ego aside

<http://www.wikihow.com/Delegation>



- ▶ **Stop Waiting For People To Volunteer**
 - Set your ego aside



- ▶ **Don't Think of Requests For Help Negatively**
 - Nobody succeeds by themselves



► Learn To Trust Others

- Trust but verify

Delegate Effectively



- ▶ **Get the Ball Rolling**
 - You Have to ASK!



► Don't Take Refusals Personally

- Sometimes people can't help you

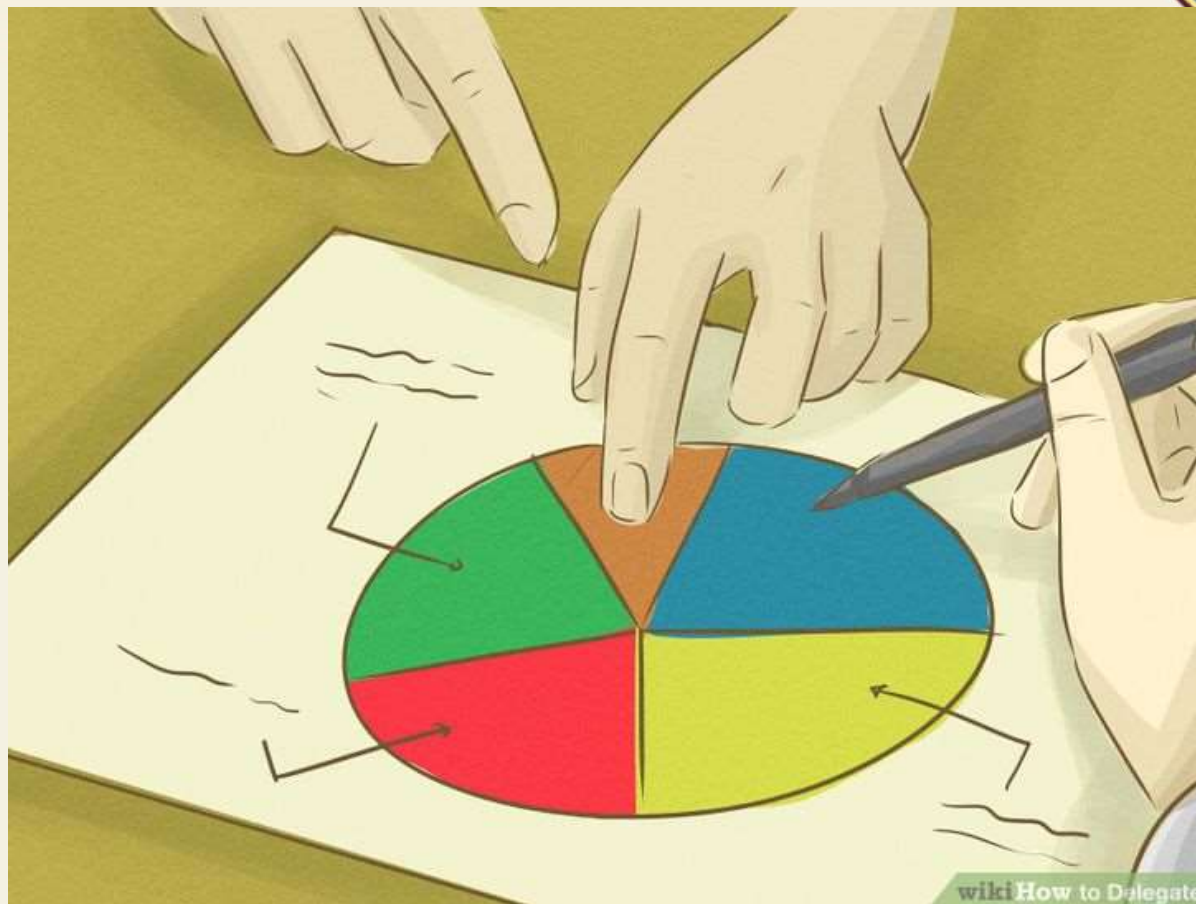


- ▶ **Delegate the objective, not the procedure**
 - Nobody likes a micro-manager, but check in regularly



► **Be Prepared for Questions, and Provide Training**

- Give a man a fish, teach a man to fish

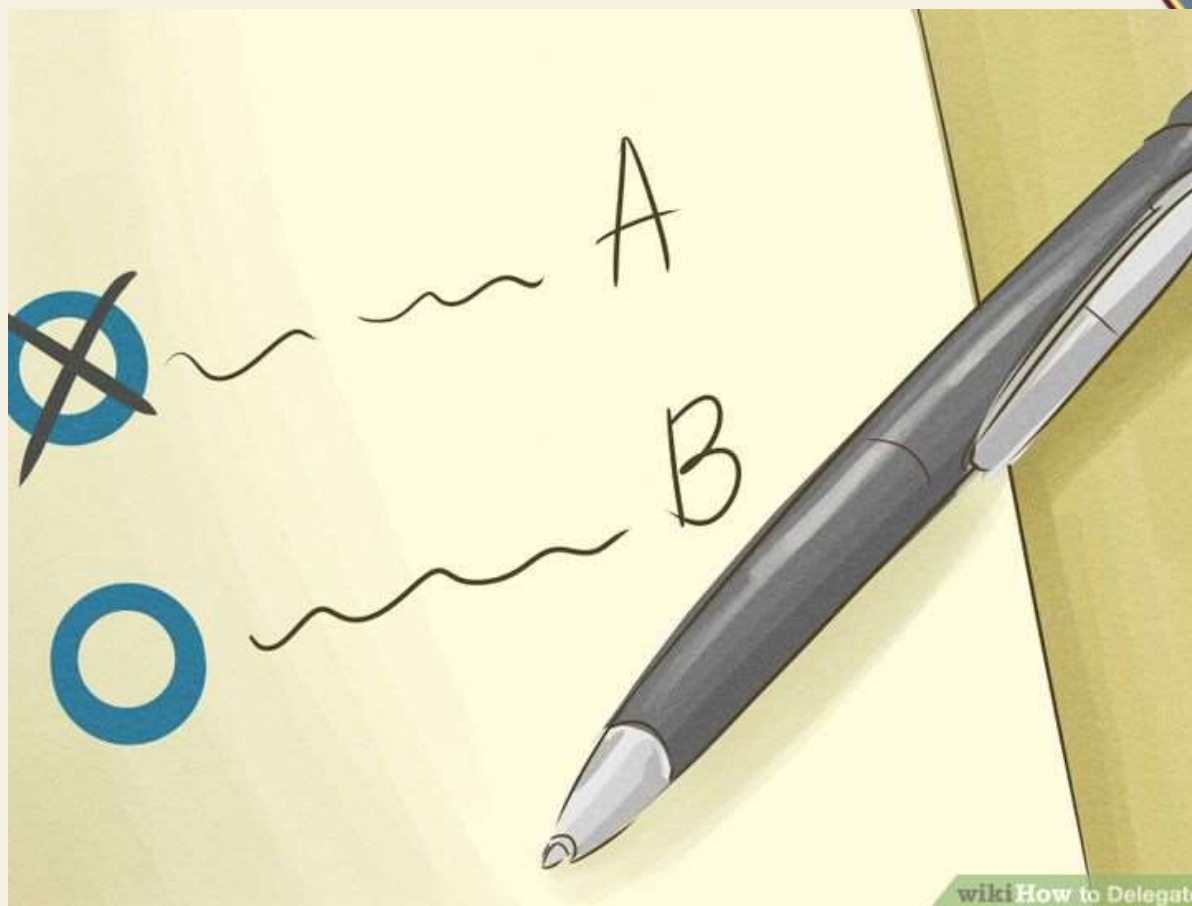


- ▶ **Allocate Resources Necessary to Complete the Task**
 - Make sure your delegate has all the information available



► Be Patient

- Your delegate will make mistakes, and results don't happen overnight



► Be Prepared for Difficulties

- Always have a backup plan.



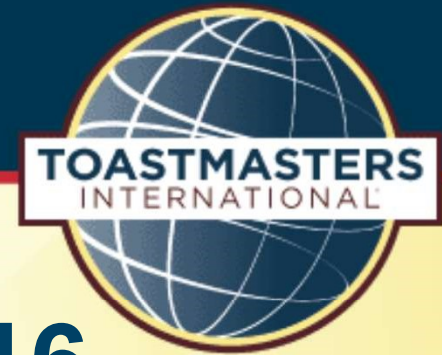
► Recognize Your Helper When it Counts

- Nobody likes a glory hound



► Say “Thank You”

- When someone does something for you, it is important to show appreciation



D35 DEC October 16, 2016

Fontana Abbey Resort

AREA COMMUNICATION:

Successes and Failure

Your Humble Presenters:

Rozaline Janci, F-1 Area Director

Tony Cooper, W-1 Area Director

ROADMAP TO SUCCESS





ROADMAP HURDLES

- Club Meeting Locations
- Distance between clubs
- Different levels and types of clubs
- Resources for club contest and TLIs

Communication failures





Communication Failures (Club Level)

- Loss of club meeting location(s)
- Inconsistent new club member orientation
- Absence of mentoring program and/or speech crafts
- Loss of key club officers
- Short and infrequent club business meetings



Communication Failures (Area level)

- Non-existence of Area Council
- No Area Success Plan and Strategy
- No advance arrangements with other areas and divisions
- Unstructured and hurried implementation of activities

Communication Successes





Area Successes

- Club Officer TLI Attendance
- Area Fall Contest Club Contestant Participation
- Meetings Outside Regular Club Meetings
- Club invitations to Area Director
- Initiation Club Success Plan Processes

Considerations

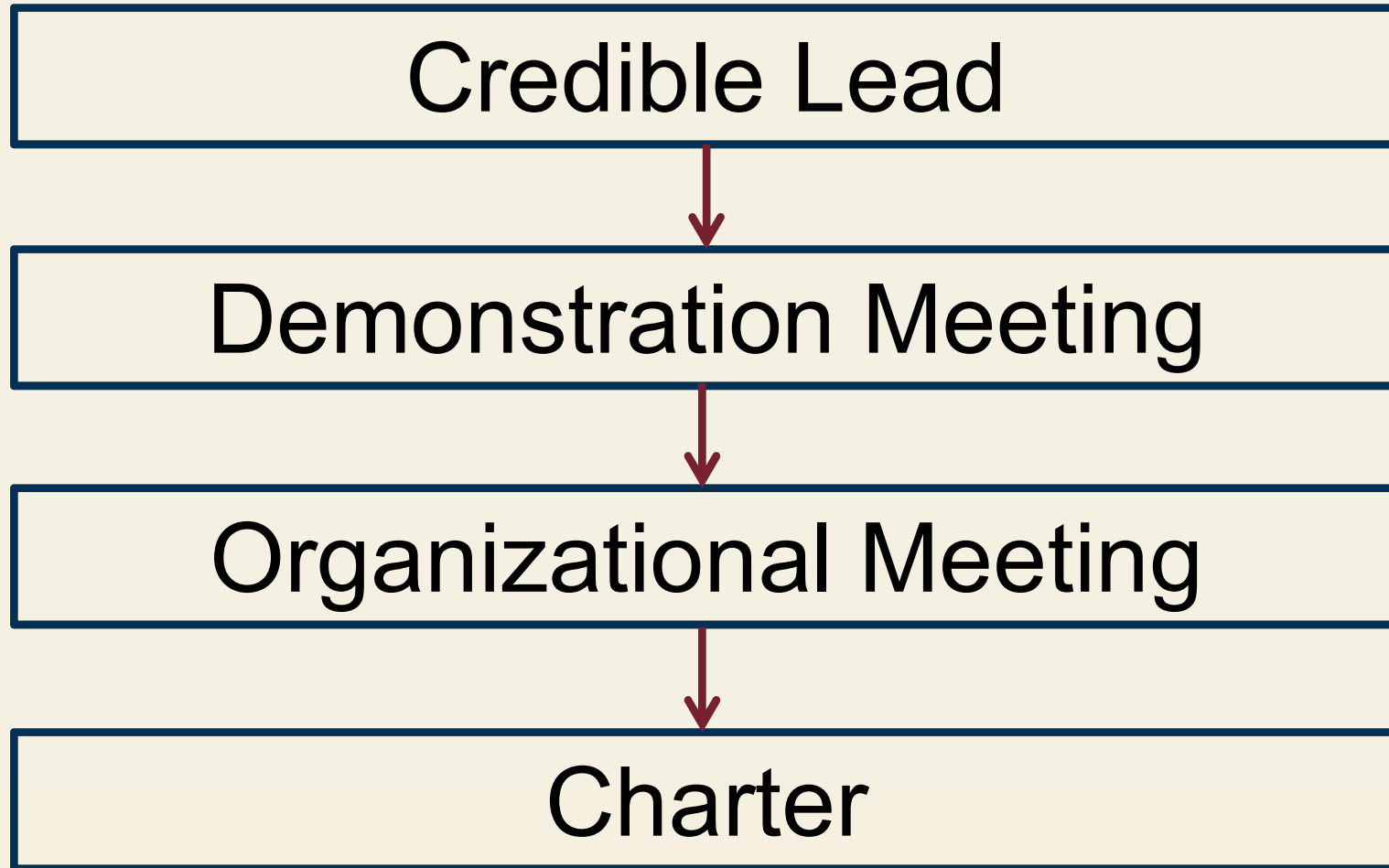
- D35 RESOURCE DIRECTORY
- APPROVED AREA RESOURCE LISTS
- ADVANCED COMMITMENT TRADES
- MESSAGE BOARDS



Club Growth Director Update

Ed Thelen, DTM
DEC Meeting
October 15, 2016

Lead to Charter





Program Quality Update

Winter TLI

- February 4, Monona Terrace, Madison
- Mark Brown, World Champion of Public Speaking
- Dave Simono, Juliet Kosarzycki leads
- Hotel blocks Friday night
- Promotion to begin in earnest at Fall Conference





Program Quality Update

District Success Plans

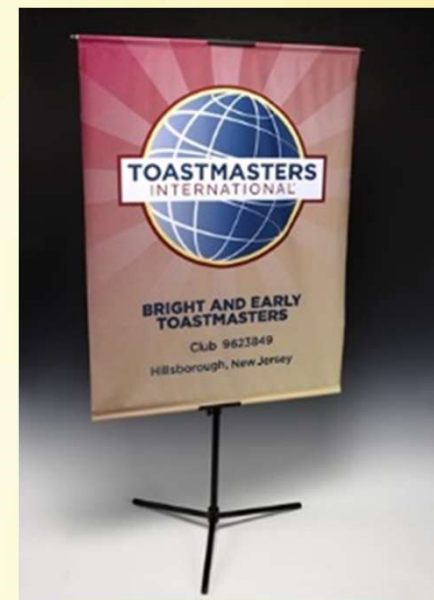
- 21 clubs responded
- \$ 25 gift card at Fall Conference



Program Quality Update

Banner program

- New logo
- Incentive to replace old banner
- Additional incentives for clubs that already have a current banner
- Details in September newsletter
- Incentives tied to
 - All officers trained
 - Club registration at conference/convention
 - Distinguished status



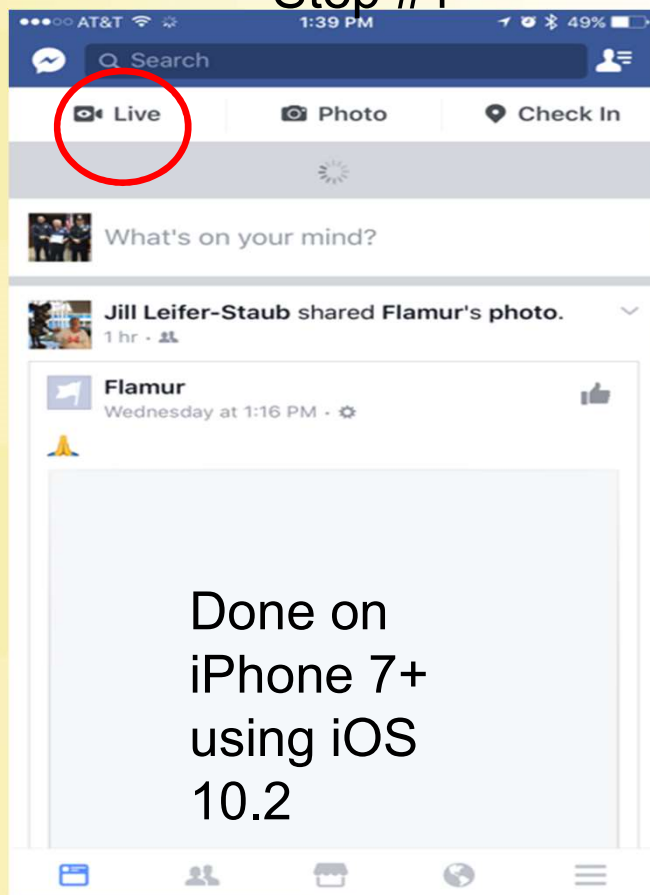


Facebook Live Tips and Tricks with Toastmaster Brad

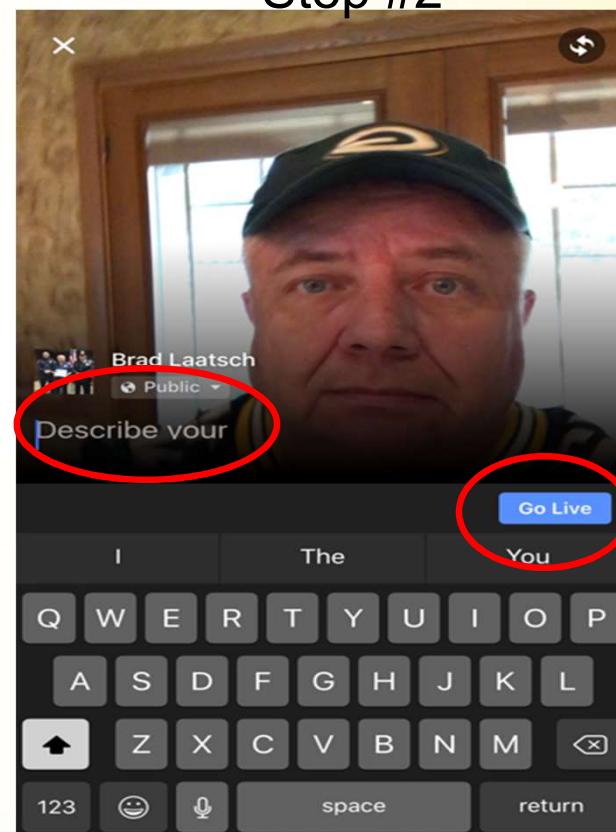


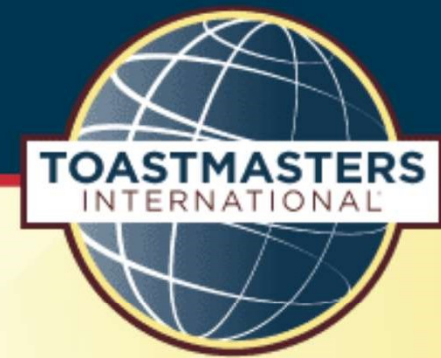
How to Access Facebook Live from your Personal Page

Step #1



Step #2



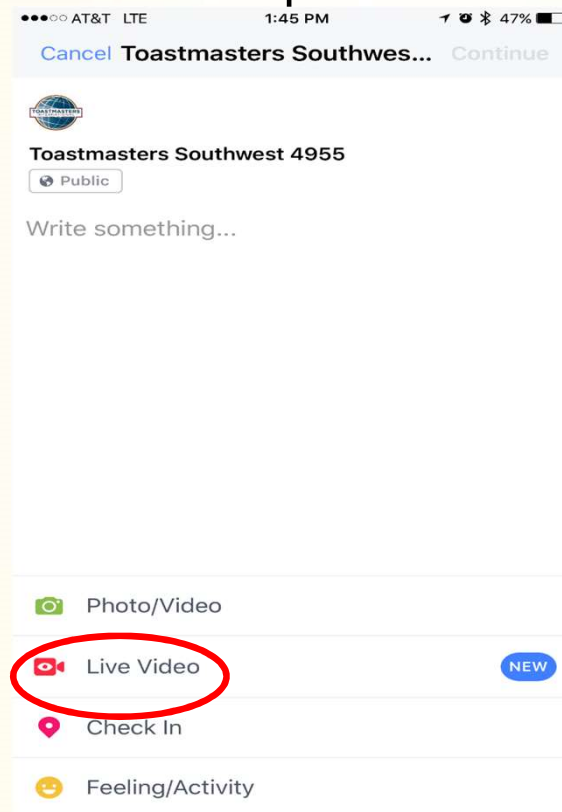


How to Access Facebook Live from your Club's Page

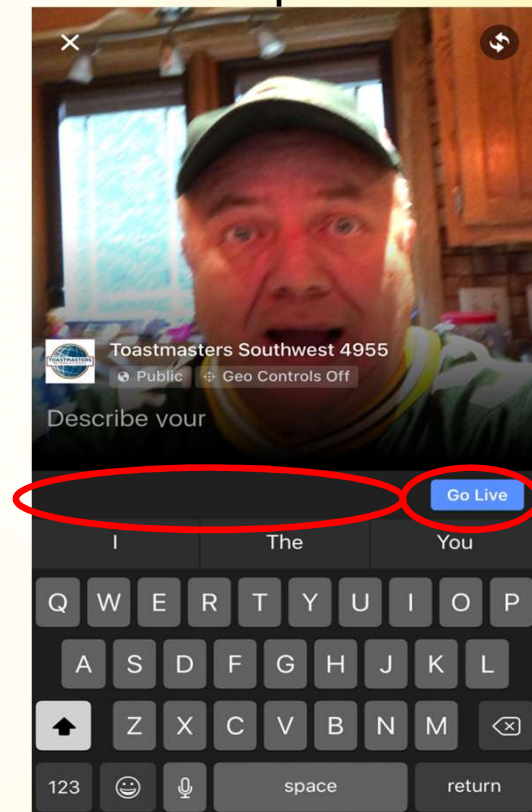
Step #1



Step #2



Step #3





Toastmaster Brad's Top 10 Facebook Live Tips

1. Develop Persona- Have Fun!
2. Buy a Movo Lavalier Mic
3. Shorter is better 1-2 min
4. Use to advertise your meeting
5. Tell your audience to Tune-In later During your Meeting
6. Always copy your Description Text before pressing the "Go Live" button
7. Watch for the likes/comments during your live feed and call those people out during your live broadcast
8. Strong Signals are a must. Wi-Fi preferred. Remember if just using Cell Service, video uses a lot of your data plan
9. Involve others in your club
10. Pause your speaking when switching between front and rear cameras



Let's Go Live!

➤ Need a Volunteer!



Questions

Thank You!



Area Director / Division Director Forum

BREAK





Conflict

10-15-16

The Abbey Resort



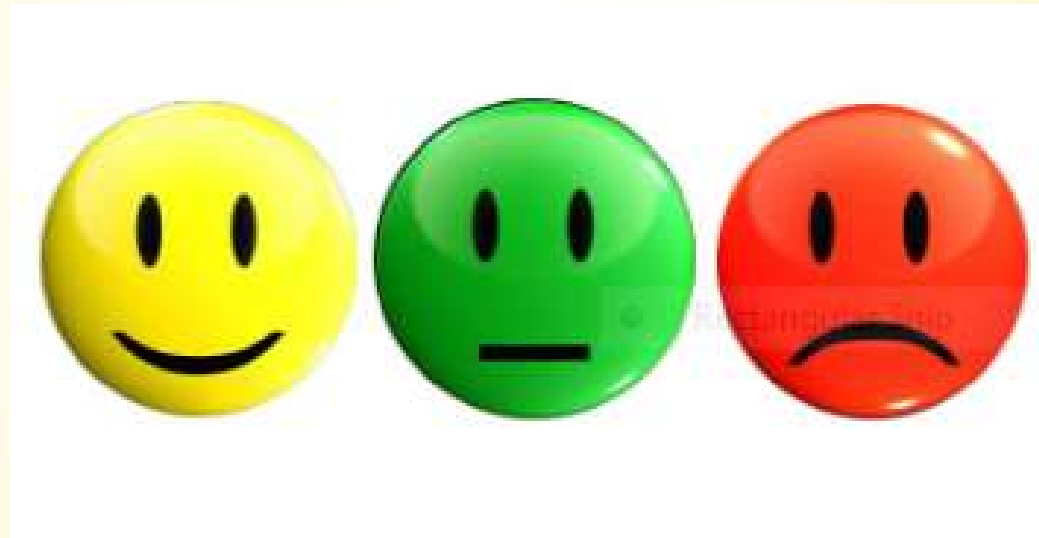
The Survey Says.....



What does the word Conflict mean to you?

- In your life, workplace, Toastmasters?

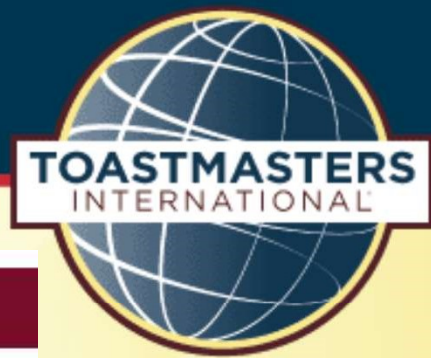
How does the word Conflict make you FEEL?





Conflict – verb

- 1.to come into collision or disagreement; be contradictory, at variance or in opposition;
- 2.to fight or contend; do battle



AREA DIRECTOR RESPONSIBILITIES

Guidance

As area director, you are responsible for leading your area by serving the needs of clubs.

In order to understand clubs' needs, the area director contacts club presidents monthly to discuss their performance in the Distinguished Club Program.

The area director also discusses district training and other district events with the area clubs.

As area director, you follow up on items identified during previous contact with club presidents.

Area Council

The area director is the area council chair and holds at least two area council meetings each year.

At area council meetings, the area director discusses each club's plans and goals in the Distinguished Club Program and reviews attendance at club leader training.

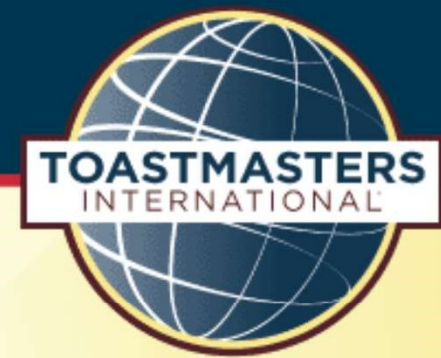
Area Director's Club Visits

Make at least two club visits per club per year:

Assess club membership and its leadership's willingness to grow.

Determine who fulfills education achievements and when these are completed.

Submit the Area Director's Club Visit Report online.



Area Progress

The area director participates in area director training provided by the district.

The area director reports regularly to the division director and district leaders on area progress.

If the number of clubs in the area falls to fewer than four or grows beyond six, the area director contacts district leaders immediately.

Distinguished Programs

It is the area director's responsibility to motivate and assist each club in the area to become Distinguished.

Area Speech Contests

As area director, you are responsible for coordinating area speech contests. You may ask the division director for assistance in planning these events.



Conflict



Conflict is an expressed struggle between at least two interdependent parties who perceive incompatible goals, scarce resources, or interference from others in achieving their goals.





Think of a certain instance of conflict...

What questions could you ask YOURSELF about your actions?

- Were you trying to control someone's ideas/concepts
- Were you trying to offer assistance
- Were you trying to get someone to do or stop doing something?

What was your goal in what became the conflict?

- Winning?
- Being right?
- Proving them wrong
- Helping the person?
- Making yourself seem right?



I Am Conflict

An exercise



Has anyone ever been in conflict?

It's all about chemistry....

Cortisol:



The Ninja

Adrenaline:



The Warrior



It's all about chemistry....

Cortisol is a steroid hormone. When used as a medication, it is known as hydrocortisone.

It is produced in humans by the adrenal gland. It is released in response to stress. It's called the **Stress Hormone**.

It's not healthy to marinate in your own Cortisol.



It's all about chemistry....

Adrenaline is a hormone secreted by the adrenal glands, especially in conditions of stress, increasing rates of blood circulation, breathing, and preparing muscles for exertion. It's called the “**Fight or Flight**” Hormone.

It's not healthy to marinate in your own Adrenaline.



Have you ever felt “the surge”?
Did you pay attention to it?
Did you even notice it?

This is a HUGE key to managing your
responses to Conflict.



“I don’ t like your”.....An Exercise



Conflict – A New Description

Conflict is where someone has a need of another and the need is not being met.



Can you meet the Need? Yes or No

If yes – resolved

If no – negotiate



If it gets stuck – you could need a mediator or someone that does not have an investment in the conflict.

Solution 1

Welcome The Tyrant





Solution 2

Assessments reveals the assessor, not the assessed



I Am Conflict

An exercise – Part II



How do you feel about Conflict now?



Reflect on conflict – in Toastmasters, in life, in your job, in your family.

Journal a current situation that has conflict, or a memory of conflict.

We'll discuss in November....



Using the District and International Website

- ▶ The District and International website are tools to help you in your role



Succession Planning

Dick Hawley, DTM, PID, Area Director N1

Toastmasters International

Concur Training



Why use Concur?

- Expenses reports can be submitted anywhere and at anytime
- Officers will no longer need to meet in person to dually sign checks.
- Approvals can be done anywhere at any time
- Physical receipts will no longer need to be retained after electronically uploaded
- Electronic payment feature: Meaning that payments will be paid more frequently and directly deposited into your account.
- District Finance Manager will no longer need to complete data entry to record the expenses, reducing large amounts of time.
- You can trace your expense reimbursement status at any stage of the process.

Logging in to Concur

[TEST DRIVE](#)[LOGIN](#)[MENU](#)

Concur Account Login

Email / User Name [Forgot your user name?](#)

Password [Forgot your password?](#)

☒ Remember user name on this computer

Sign In

Change language

English (US)

[Log in to GlobalExpense](#)

Having trouble logging in?

If you are experiencing problems accessing the system, please contact your company's help desk or travel/expense department or check the service status on [Concur Open](#).

Have you tried our mobile app?



Innovative.
Competitive.
Committed.

Meet Jason Day,
Concur's newest
partner!



Exploring the home page

CONCUR

Travel

Expense

App Center

Help

Profile

CONCUR

Hello, John

+

Start a Report

+

Enter Reservation

+

Upload Receipts

00

Available Expenses

02

Open Reports

MY TRIPS (0)

→

You currently have no upcoming trips.

ALERTS

i

Toastmasters International is giving **Triplt Pro** to all employees.

Activate Subscription

No thanks

i

You haven't signed up to receive e-receipts.?

Sign up here

COMPANY NOTES

Employee Training Toolkit

This website provides you with interactive training simulations, a QuickStart guide with step-by-step instructions, and other training materials designed to get you up and running quickly.

MY TASKS

00

Available Expenses

→

You currently have no available expenses.

02

Open Reports

→

TLI Costco

TLI costco

\$175.00

Exploring the home page

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Expense

App Center

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www.Concur.com/en-us/login



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02

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TLI costco

\$175.00

www.Concur.com/en-us/login



Updating your expense profile

 **CONCUR**

Travel

Expense

App Center

Profile ▾ 

Help ▾

Profile

Personal Information

Change Password

System Settings

Mobile Registration

Your Information

Personal Information

Company Information

Contact Information

Email Addresses

Expense Settings

Expense Information

Bank Information

Expense Delegates

Expense Preferences

Expense Approvers

Favorite Attendees

Other Settings

E-Receipt Activation

System Settings

Connected Apps

Concur Connect

Change Password

Mobile Registration

Profile Options

Select one of the following to customize your user profile.

Personal Information
Personal Information

E-Receipt Activation
Enable e-receipts to automatically receive electronic receipts from participating vendors.

Expense Delegates
Delegates are employees who are allowed to perform work on behalf of other employees.

Change Password
Change your password.

System Settings
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Bank Information
Bank Information

Expense Preferences
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Mobile Registration
Set up access to Concur on your mobile device

Updating your expense profile

Your Information

[Personal Information](#)
[Company Information](#)
[Contact Information](#)
[Email Addresses](#)

Expense Settings

[Expense Information](#)
[Bank Information](#)
[Expense Delegates](#)
[Expense Preferences](#)
[Expense Approvers](#)
[Favorite Attendees](#)

Other Settings

[E-Receipt Activation](#)
[System Settings](#)
[Connected Apps](#)
[Concur Connect](#)
[Change Password](#)
[Mobile Registration](#)

Bank Information

Routing Number

xxxxx0019

Bank Account Number

xxxxx1111

Re-Type Bank Account Number

Bank Name

Branch Location

Account Type

Checking

Status

Confirmed

Active

Yes

Save

By entering your bank account information you are authorizing direct deposit using electronic funds transfer into this account for amounts due to you. If you do not want to authorize direct deposit then you should not enter your bank account information.

John Q. Public
1358 Main St.
Sometown, OH 98765

_____, 20__ 1001

Pay to the order of _____

_____ Dollars

Bank of Sometown

234123987 001234567891 1001

Bank Routing Number Bank Account Number Check Number (Do not use)

Routing Number is usually located between the  symbols on your check and is 9 digits.

Account Number is usually located before the  symbol on your check and is 3-17 digits.

Creating a New Expense Report

 CONCUR

TravelExpenseApp Center

Help

Profile



 CONCUR

Hello, John

+

Start a Report

+

Enter Reservation

+

Upload Receipts

00

Available Expenses

02

Open Reports

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MY TASKS

Creating a New Expense Report

CONCUR Travel Expense App Center Profile

Manage Expenses

Create a New Expense Report

Report Header

Report Name D100 Oct Expense Example	Policy *District Expense Policy	Report Date 10/08/2015	Comment Expense for advertising and mileage
---	------------------------------------	---------------------------	--

Next >>

Adding an Expense

CONCUR

Travel

Expense

App Center

Profile

Manage Expenses

D100 Oct Expense Example

Delete Report

Submit Report

+ New Expense

+ Quick Expenses

Import Expenses

Details

Receipts

Print

Expenses

☐

Date

Expense

Amount

Requested

Adding New Expense

New Expense

Available Receipts

Lodging

Mileage

Advertising

Meal Events

All Expense Types

01. Travel

Airfare

Convention Registration Fees

Food

Lodging

Mileage

Other

Rail

Taxis/Shuttle

02. Other

Advertising

Audio/Visual

Awards (Trophies, Plaques, Ribbons & Certificates)

Badges & Pins

Bank Charges & Credit Card Fees

Cash Advance/Petty Cash

TOTAL AMOUNT

\$0.00

TOTAL REQUESTED

\$0.00

Adding an Expense

 CONCUR

Travel

Expense

App Center

Profile 

Help

Manage Expenses

D100 Oct Expense Example

Delete Report

Submit Report

+ New Expense

+ Quick Expenses

Import Expenses

Details

Receipts

Print

Expenses

Move

Delete

Copy

View

☐	Date	Expense	Amount	Requested
Adding New Expense				

New Expense

Expense Type

Advertising

Transaction Date

10/01/2015

Business Purpose

Advertising on public benches

Enter Vendor Name

City of Purchase

Payment Type

Cash/Out of Pocket

Amount

450.00

USD

Reporting Code

arketing - Membership Growth

Event Period

N/A

District

1 (100) District F

Subsidiary

2 District

Comment

TOTAL AMOUNT

\$0.00

TOTAL REQUESTED

\$0.00

Save

Itemize

Attach Receipt

Cancel



Adding an Expense

CONCUR

Travel

Expense

App Center

Profile

Manage Expenses

D100 Oct Expense Example

Delete Report

Submit Report

+ New Expense

+ Quick Expenses

Import Expenses

Details ▾

Receipts ▾

Print ▾

Expenses

☐

Date ▾

Expense

Amount

Requested

Adding New Expense

☐

10/01/2015

Advertising

\$450.00

\$450.00

TOTAL AMOUNT

\$450.00

TOTAL REQUESTED

\$450.00

New Expense

Available Receipts

Expense "

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

✓ Recently Used Expense Types

Advertising

Lodging

Mileage

Meal Events

All Expense Types

01. Travel

Airfare

Convention Registration Fees

Food

Lodging

Mileage

Other

Rail

Taxis/Shuttle

Adding an Expense

CONCUR

TravelExpenseApp Center

Profile

Manage Expenses

D100 Oct Expense Example

Delete ReportSubmit Report

+ New Expense+ Quick ExpensesImport ExpensesDetailsReceiptsPrint

Expenses

	Date	Expense	Amount	Requested
Adding New Expense				
☐	10/01/2015	Advertising	\$450.00	\$450.00

TOTAL AMOUNT

\$450.00

TOTAL REQUESTED

\$450.00

New Expense

Available Receipts

Expense Type

Mileage

Transaction Date

10/01/2015

Business Purpose

Club visit

Enter Vendor Name

City of Purchase

Rancho Santa Margarita, California

Payment Type

Cash/Out of Pocket

Amount

9.00

USD

From Location

Rancho Santa Margarita

To Location

Irvine

Number of Miles

45

Reporting Code

(958) Travel - Area Director

Event Period

N/A

District

1 (100) District F

Subsidiary

2 District

Comment

45 miles at \$0.20 per mile.
Club visit to Irvine Lunchtime

Save

Attach Receipt

Cancel

Adding an Expense

 **CONCUR**

Travel Expense App Center

Profile 

Manage Expenses

D100 Oct Expense Example

[Delete Report](#) [Submit Report](#)

[+ New Expense](#) [+ Quick Expenses](#) [Import Expenses](#) [Details ▾](#) [Receipts ▾](#) [Print ▾](#)

Expenses

[Move ▾](#) [Delete](#) [Copy](#) [View ▾](#) <<

[New Expense](#) [Available Receipts](#)

☐	Date ▾	Expense	Amount	Requested
Adding New Expense				
☐	10/01/2015	Advertising	\$450.00	\$450.00
☐	10/01/2015	Mileage Rancho Santa Margarita, California	\$9.00	\$9.00

Expense "

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

✓ Recently Used Expense Types

Mileage
Advertising
Lodging
Meal Events

All Expense Types

01. Travel
Airfare
Convention Registration Fees
Food
Lodging
Mileage
Other

www.Concur.com/en-us/login



Attach Receipts

 **CONCUR**

Travel

Expense

App Center

Profile 

Manage Expenses

D100 Oct Expense Example

Delete Report

Submit Report

+ New Expense

+ Quick Expenses

Import Expenses

Details ▾

Receipts ▾

Print ▾

Expenses

Move ▾

Delete

Receipts Required

Check Receipts

Attach Receipt Images

View Available Receipts

Missing Receipt Affidavit

Available Receipts

Adding New Expense

☐

10/01/2015

Advertising

\$450.00



☐

10/01/2015

Mileage
Rancho Santa Margarita, California

\$9.00

\$9.00



TOTAL AMOUNT

\$459.00

TOTAL REQUESTED

\$459.00

Recently Used Expense Types

Mileage

Advertising

Lodging

Meal Events

All Expense Types

01. Travel

Airfare

Convention Registration Fees

Food

Lodging

Mileage

Other

Rail

Taxis/Shuttle

Attach Receipts

Receipt Upload and Attach



According to company policy, you must provide receipts for the expenses listed below.
You may attach scanned images to individual expenses or to the report.

You may choose up to 10 files to attach to the request.

	Expense	Date ▲	Amount
☒ 	Advertising	10/01/2015	\$450.00

For best results, scan images in black & white with a resolution of 300 DPI or lower.

No Receipt? Create a missing Receipt Affidavit [here](#).

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

Files Selected for uploading:

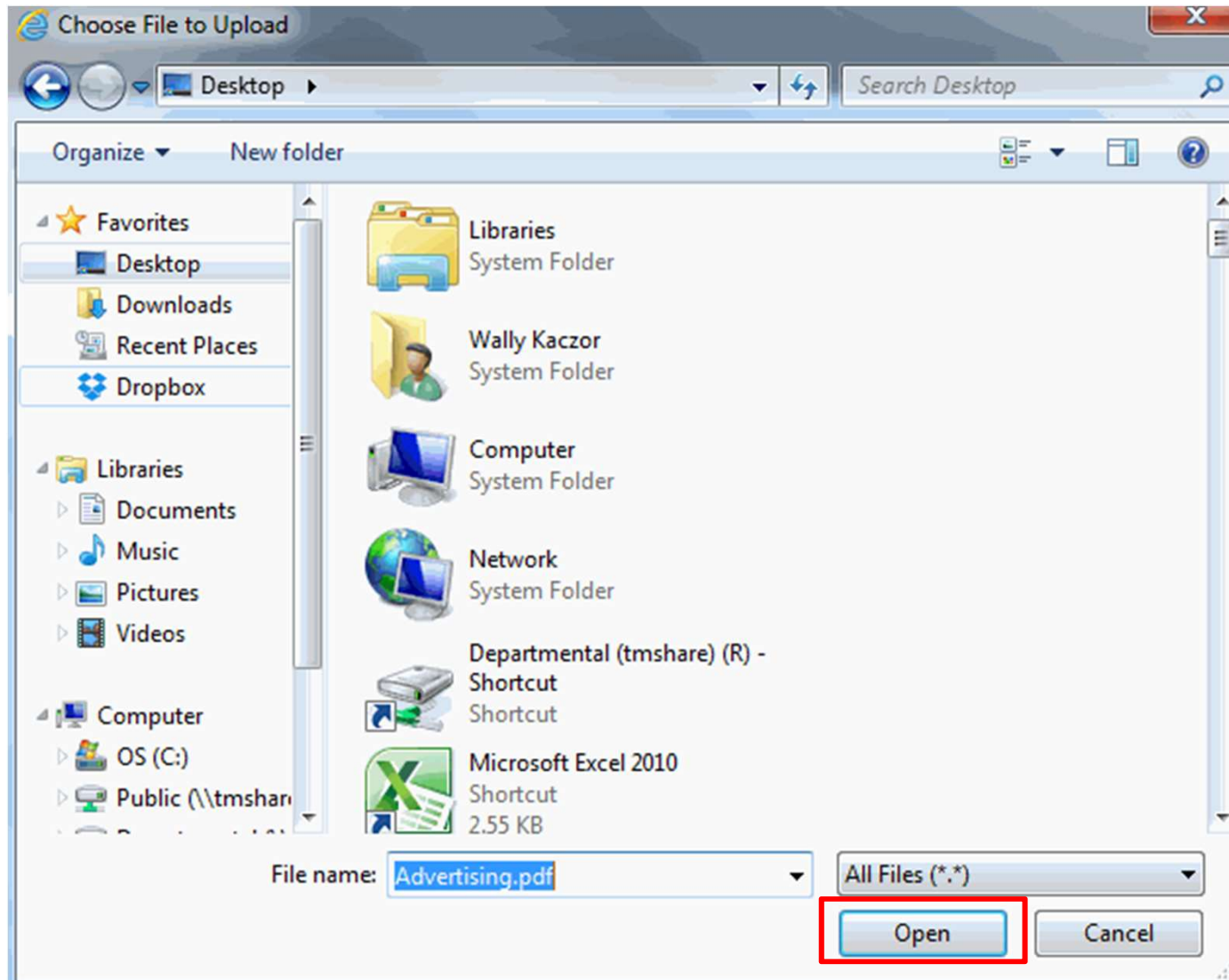
Browse...

Upload

No files selected

Close

Attach Receipts



Attach Receipts

Receipt Upload and Attach



According to company policy, you must provide receipts for the expenses listed below.
You may attach scanned images to individual expenses or to the report.

You may choose up to 10 files to attach to the request.

	Expense	Date ▲	Amount
☒	 Advertising	10/01/2015	\$450.00

For best results, scan images in black & white with a resolution of 300 DPI or lower.

No Receipt? Create a missing Receipt Affidavit [here](#).

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

Files Selected for uploading:

Browse

Upload

Advertising.pdf

Remove

Close

Submitting Expense Report

CONCUR

Travel

Expense

App Center

Profile

Manage Expenses

D100 Oct Expense Example

Delete Report

Submit Report

+ New Expense

+ Quick Expenses

Import Expenses

Details

Receipts

Print

Expenses

Move

Delete

Copy

View

<<

Adding New Expense

☐	Date	Expense	Amount	Requested
☐	10/01/2015	Advertising	\$450.00	\$450.00
☐	10/01/2015	Mileage Rancho Santa Margarita, California	\$9.00	\$9.00

TOTAL AMOUNT

\$459.00

TOTAL REQUESTED

\$459.00

New Expense

Receipt Image

Available Receipts

Expense "

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

Mileage

Advertising

Lodging

Meal Events

All Expense Types

01. Travel

Airfare

Convention Registration Fees

Food

Lodging

Mileage

Other

Rail

Taxis/Shuttle

Submitting Expense Report

Final Review



User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for the Company and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the Company in full for those expenses.

Accept & Submit

Cancel

Submitting Expense Report

Report Successfully Submitted ×

D100 Oct Expense Example
Approver: Doe, Jane

Expense Report

Report Total :	\$459.00
Less Personal Amount :	\$0.00
Amount Claimed :	\$459.00
Amount Rejected :	\$0.00

Company Disbursements

Amount Due Employee :	\$459.00
Total Paid By Company :	\$459.00

Employee Disbursements

Amount Owed Company :	\$0.00
Total Owed By Employee :	\$0.00

Note:

Close

Expense Report has Been Submitted



Travel

Expense

App Center

Profile



Manage Expenses

Active Reports

Report Library →

+
Create New Report

NOT SUBMITTED

D100 Oct Example Expense(2)

10/08/2015

\$600.00

SUBMITTED

10/08/2015

D100 Oct Expense Example

\$459.00

Submitted & Pending Approval
Doe, Jane

Available Expenses

Move ▾

Match

Unmatch

☐ Expense Detail	Expense	Source	Date ▲	Amount
---	---------	--------	--------	--------

No Transactions Available



Correcting and Resubmitting an Expense Report

 CONCUR

Travel

Expense

App Center

Profile 

Help

Manage Expenses

Active Reports

Report Library →


Create New Report

RETURNED10/08/2015

D100 Oct Expense Example

\$459.00

 Mileage rate is incorrect.
Correct rate should be .575 cents per mile per the IRS standard

NOT SUBMITTED

D100 Oct Example Expense(2)

10/08/2015

\$600.00

Available Expenses

Move

Match

Unmatch

☐ Expense Detail	Expense	Source	Date ▲	Amount
No Transactions Available				

Correcting and Resubmitting an Expense Report

CONCUR Travel Expense App Center Help Profile

Manage Expenses

Example expense 1

Delete Report Submit Report

+ New Expense + Quick Expenses Import Expenses

Expenses

☐	Date ▼	Expense
☐	09/26/2015	Mileage Rancho Santa Margarita, California
☒	09/02/2015	Advertising

Details ▼ Receipts ▼ Print ▼

Report

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments

Expense Receipt Image Available Receipts

Expense Type: Advertising Transaction Date: 09/02/2015

Business Purpose: Advertising on public benches Enter Vendor Name:

City of Purchase: Payment Type: Cash/Out of Pocket

Amount: 450.00 USD Reporting Code: (520) Marketing - Membership

Event Period: N/A District: (100) District F

Subsidiary: District Comment:

Helpful Training Videos



Concur Training Site

Interactive Simulations



Expense

[Introduction to Travel & Expense](#)

[Working with Receipt Store](#)

[Activating E-Receipts](#)

[Updating Your Expense Profile](#)

[Creating a New Expense Report](#)

[Itemizing Nightly Lodging Expenses](#)

[Adding Attendees to a Business Meal](#)

[Allocating Expenses](#)

[Itemizing Expenses](#)

[Converting Foreign Currency Transactions](#)

[Entering Personal Car Mileage](#)

[Printing and Submitting an Expense Report](#)

[Correcting and Resubmitting an Expense Report](#)

Welcome to the Concur training site!

Click the links in the left menu to access interactive simulations that will help you to quickly learn the basics of booking travel, submitting your expenses, or creating and managing requests. Each simulation takes about 5 - 10 minutes to complete. You can also find these simulations by clicking Training from the Help menu in the Concur system.



For questions, please contact your internal Concur Administrator.

Guides and FAQs:

In addition to completing the interactive simulations, we also recommend that you download the following training materials:

[Concur Expense QuickStart Guide](#)

[Concur Travel QuickStart Guide](#)

Concur Training Material for Smartphone





Fall Conference – Overview and Tour

- ▶ Registration status (a/o 4pm Friday)
 - Clubs - 41
 - Individuals - 124
 - Division Directors (6 of 8)
 - Area Directors (9 of 25)



Fall Conference – Overview and Tour

► Upcoming deadlines

- Individual registration – October 16 (Sunday)
- Hotel rooms – October 20 (Thursday)
- Individual registration* – October 22 (Saturday)
- No advance registration after October 22
- Walk-in registration will not include brochure or meals

* Registration and meal prices increase October 17-22



Agenda – Friday, November 4

<u>Start Time</u>	<u>End Time</u>	<u>Activity</u>	<u>Location</u>
3:30 PM	8:30 PM	Registration Desk	Harbor Foyer
6:30 PM	7:00 PM	Evaluation Contest - Contestants and Functionaires Briefings	HRBR BR 2-3-4 / Board Room
7:00 PM	8:30 PM	Evaluation Contest	HRBR BR 2-3-4
9:00 PM	11:00 PM	Friday Fun Night - Beer tasting, comedian, toast-a-thon	HRBR BR 2-3-4



Agenda – Saturday (am), November 5

7:45 AM	1:30 PM	Registration	Harbor Foyer
7:45 AM	1:30 PM	Credentials Desk	Harbor Foyer
8:30 AM	12:30 PM	Marketplace Open	HRBR BR 1
8:00 AM	8:15 AM	Club Banner Assembly	Wisconsin Ballroom
Opening Ceremonies			
8:15 AM	8:16 AM	Call to Order	HRBR BR 2-3-4
8:16 AM	8:25 AM	Club Banner Parade	
8:25 AM	8:40 AM	Color Guard	
8:40 AM	8:45 AM	National Anthem	
8:45 AM	8:50 AM	Welcome Message - Village President	
8:50 AM	8:55 AM	Welcome by District Director	
9:00 AM	9:45 AM	Keynote	
9:45 AM	10:00 AM	Break	
Education Sessions			
10:00 AM	10:45 AM	Education Session - Let the Ideas Flow	The Shore
10:00 AM	10:45 AM	Education Session - Social Media – What's in it for Toastmasters	Wisconsin Ballroom
10:00 AM	10:45 AM	Education Session - Personal Development Through Toastmasters	Sandbar
10:45 AM	11:00 AM	Break	
11:00 AM	11:45 AM	Education Session - Evaluation Excellence: How to Listen and Respond	The Shore
11:00 AM	11:45 AM	Education Session - Using Humor in Your Speeches	Wisconsin Ballroom
11:00 AM	11:45 AM	Education Session 2C	Sand Bar
11:45 AM	12:00 PM	Break	



Agenda – Saturday (afternoon), November 5

<u>Start Time</u>	<u>End Time</u>	<u>Activity</u>	<u>Location</u>
Awards and Luncheon			
12:00 PM	12:28 PM	Awards	HRBR BR 2-3-4
12:28 PM	12:30 PM	Inspirational Message	
12:30 PM	1:15 PM	Lunch	
1:15 PM	1:45 PM	Marketplace Open	HRBR BR 1
1:15 PM	1:45 PM	Break	
Afternoon Activities			
1:45 PM	3:00 PM	Education Session - Leadership Formula for Success - Magnus Jansson	The Shore
1:45 PM	3:00 PM	Business Meeting	Wisconsin Ballroom
3:00 PM	3:30 PM	Break	
3:30 PM	4:00 PM	Humorous Contest Briefings - Contestants and Functionaries	HRBR BR 2-3-4 / Board Room
4:00 PM	5:30 PM	Humorous Contest	HRBR BR 2-3-4
5:30 PM	6:30 PM	Hospitality and Networking	Sand Bar
6:15 PM	6:30 PM	Dignitary Line-up	HBBR BR 1



Agenda – Saturday (evening), November 5

<u>Start Time</u>	<u>End Time</u>	<u>Activity</u>	<u>Location</u>
Dinner Banquet			
6:30 PM	6:35 PM	Call to Order / Introduction of Head Table	HRBR BR 2-3-4
6:35 PM	6:37 PM	Inspirational Message	
6:37 PM	6:40 PM	Welcome by District Director	
6:40 PM	7:30 PM	Dinner	
7:25 PM	7:30 PM	Convention Chair Report	
7:30 PM	7:45 PM	Contest Winners Announced	Outside - Weather permitting
7:45 PM	11:00 PM	Networking - Bonfire / s'mores	



Next DEC Meeting – District Council
Saturday – November 5, 2016
Sunday – November 6, 2016
The Abbey Resort

