

Regional Director Finance Guide

Section 1: Overview

This financial guide is meant to assist the Regional Director in spending money allocated to promote the growth of their Region. The allocation shown in Section 2 is the total amount of allowed expenditures for the entire season and for the entire Region which includes all of the Divisions in their Region.

Note: Pre-approval of expenditures is **REQUIRED** via the online form shown in Section 3. Requests should be made at least 7 days in advance of the expenditure. Receipts for approved expenditures must be e-mailed in PDF or JPG format to expenses@nctta.org in order to receive reimbursement.

Section 2: Allocation

Region	Total
Great Lakes	\$3,700
Mid-Atlantic	\$3,000
Midwest	\$4,200
Northeast	\$3,400
South	\$3,000
West	\$2,700

Section 3: Pre-approval Process

Step 1: Go to this site to fill out the pre-approval form.

<https://docs.google.com/a/nctta.org/spreadsheet/viewform?formkey=dFp0N0dLT0RXMjFYSFfYz3h4cmFxSVE6MQ>

Pre-Approval of Expenditures

Use this form to request pre-approval to spend money in your Region.

- You must receive approval before spending the money.
- You must submit receipts in a legible PDF or JPG format before being reimbursed.
- Send receipts to expenses@nctta.org

Your username (treasurer@nctta.org) will be recorded when you submit this form. Not treasurer? [Sign out](#)

* Required

Step 2: Select the Division or Region where you will be spending the money. Your budget covers your entire Region as well as the Divisions in your Region. You decide which area within your realm needs assistance and how much.

For example, if you wanted to give a printer to two of your Division Directors, but not all of your Division Directors, then you would have to submit this form twice requesting a printer for each Division. If you wanted to give all of your Division Directors a banner to hang at the competition, then you could submit a single request by selecting your Region.

Please select the Division or Region benefitting from this expenditure *

If your request covers more than one area, please submit separate requests.

Please Select... ▼

Step 3: Select the Semester.

Step 4: Select the Year.

Step 5: Select the Category.

Step 6: Enter the amount that you are looking to spend. Consider shipping costs, taxes, exchange rates, etc. when requesting the amount.

Please enter your requested amount (xxxx.xx) *
The amount should cover the total expense needed.

Step 7: Describe in detail why you are asking for funds to be spent and who is going to benefit from giving them this request.

Bad description: I want to send the Minnesota Division Director to the Midwest Regionals.

Good description: I need \$64.28 to cover one night's hotel stay for the Minnesota Division Director to attend the Regional competition. The hotel rate is already discounted using AAA at a base rate of \$56.00 and the tax will be \$8.28. The Division Director has agreed to pay for his own gas and meals, but the competition is a 2-day event.

Please describe your expense *
Be clear and concise on what the money will be used for and why it is needed.

Step 8: Enter the first and last name of the person receiving the reimbursement.

Please enter the first and last name of the person that will be receiving the reimbursement *
Enter firstname then a space then lastname (eg., Randy Kendle)

Step 9: Enter the PayPal e-mail address of the person receiving the reimbursement. PayPal is free if a person does not already have an account. Simply go to <http://www.paypal.com> and sign up for one.

Please enter the PayPal E-mail address to receive the reimbursement *
Reimbursement will be transferred via PayPal. PayPal is free. (PayPal.com)

Step 10: Click the SUBMIT button to send the request. If you want to receive an e-mail with your submission details, then leave the checkmark in “Send me a copy of my responses.”

If you need to have NCTTA pay for this expense directly and not receive a reimbursement, then you will need to check the box “I would like to request direct payment by NCTTA for this expense.” The Treasurer will then make contact with you to better understand the details behind the request.

Expense Request Submission

Once you click on the submit" button below, your request will be sent for approval. Your request will typically be reviewed within 24 hours.

If your request is approved, make sure to:

- Keep receipts for any expenses incurred. Invoices are NOT the same as receipts and cannot be accepted. Without appropriate receipts, approved expenses cannot be refunded.
- For gas expenses, you need to submit a copy of your gasoline receipt. It's best to start your trip with a full tank. Then when you get back, fill it up again and send a copy of that receipt. That will tell how much the trip cost.

If you have any questions, please contact expenses@nctta.org

By default, approved expenses will be refunded to you (soon) after the expenses are incurred. If you need a direct payment, please check the box below.

Please only use the pre-pay option when absolutely necessary. It will require additional effort and time to complete.

I would like to request direct payment by NCTTA for this expense.

Send me a copy of my responses.

Section 4: Receipts

Reimbursement of expenses will ONLY occur after the Treasurer has received the required receipts indicating the total amount to be reimbursed. The receipts should be sent via e-mail to expenses@nctta.org and should be in either PDF or JPG format.

The receipts must be legible, dark enough to read, and large enough to document the expenses in case of a government audit.

Do NOT spend more money than you have been authorized, because you will personally be responsible for any amount above the approved dollar amount.

Section 5: Budget Tracking

Regional Directors will be able to see the amount left in their budget at any time by reviewing the Google Doc "Regional Director Budget".

https://docs.google.com/spreadsheets/d/13ftPd4eJ9gTQ33pa2dxJZjsbXCJJgIXtv5BRYvs_a5hY/edit#gid=1

The second column will indicate how much money you have left to spend. The third column indicates requests that are under review and approval/denial has not yet occurred. The amounts under review will lower your budget left if they are approved.

Region	Budget Left	Under Review
Great Lakes	\$3,043.00	\$0.00
Mid-Atlantic	\$2,608.00	\$0.00
Midwest	\$3,608.00	\$0.00
Northeast	\$3,485.00	\$0.00
South	\$3,512.00	\$0.00
West	\$3,744.00	\$0.00

You will be notified by e-mail with an approval or denial of each request within 72 hours.