

SECTION 2 – FINANCE

Origin: Administration Committee

Status: Policy

Distribution: All Parishes

Approved: Coordinating Council Date: 30 October 2009

Revised: Coordinating Council Date: 23 November 2013

Revised: Coordinating Council Date: 18 November 2016

Revised: Coordinating Council Date: 23 November 2018

2.3 Parish Mileage and Territory Meeting Travel Expense

2.3.1 Rationale

The Parish Mileage and Territory Meeting Travel Expense policy is intended to reimburse vehicle owners for expenses incurred while using their private vehicles on behalf of the parish or Territory. The vehicle owner is responsible for:

- purchasing the vehicle
- basic to and from work and optional insurance as required by ICBC
- maintenance for the vehicle.

This policy is intended to help cover costs of:

- up-grading the insurance coverage for use as an “at work or on-the-job” vehicle as may be required by ICBC
- fuel while on parish or Territory use
- a portion of the maintenance as related to parish or Territory use.

2.3.2 Purpose

To outline the travel rates for Clergy, Territory Employees and lay members for travel expenses incurred during normal business and for travel to and from conferences and meetings.

- Ensure the most cost-effective means of travel, and promote economy and efficiency in the expenditure of travel funds
- Establish standards to ensure:
 - Travel expenses are proper, reasonable and necessary for program delivery
 - Accountability for claim requests and approvals
- Provide and promote alternatives to travel to carry out Territory business

2.3.3 Policy

- Vehicle owners and all Territory groups means: clergy, employees and lay members of the Territory of the People Anglican Church on business for the Territory.
- Reimbursement rates and limits are established by the Administration Committee.
- Where another jurisdiction is reimbursing those travelling on behalf of the Territory, that jurisdiction's travel rates will be used.

2.3.4 Alternatives to Travel

- Videoconferencing, web conferencing and teleconferencing are to be used as alternatives to travel when cost savings can be realized

2.3.5 Travel Approval

- The most cost effective means of travel must be chosen. Should renting a vehicle be more cost effective, prior approval must be obtained from the Administration Committee. Eligibility for reimbursement of travel expenses occurs when claims are reasonable, properly reported and comply with established rates and allowances.
- Other considerations must include:
 - The cost and efficiency of alternative transportation modes (i.e. time required to reach destination); and
 - Additional travel costs (accommodation, meals, taxis, vehicle rentals) associated with each alternative.

2.3.6 Combining Personal Travel

1. Travel that combines Territory and personal business must be reimbursed at the lesser of:
 - a. Actual transportation expenses; or
 - b. An estimate of the minimum acceptable expenses which would have been incurred if the personal travel had not taken place.
2. Additional expenses arising from personal extensions to Territory business travel are the individual's responsibility
3. Expenses for an individual's spouse or family members are not reimbursable, except:
 - a. When a spouse is formally representing the Territory and a written invitation has been issued to the spouse; or
 - b. The individual is relocating

2.3.7 MSCC Car Loan Program

As the Territory of the People is part of the Council of the North, Territory Clergy requesting assistance to purchase a vehicle under the MSCC Car Loan Policy must contact the Bishop to:

- receive the Bishop's consent and approval for the loan
- obtain a MSCC Car Loan Application form.

2.3.8 Episcopal Travel

Episcopal travel is budgeted as per Council of the North guidelines.

2.3.9 Archdeacons and Regional Deans

Archdeacons and Regional Deans are reimbursed travel costs at rates determined by the Administration Committee. *See attached Travel Rates sheet*

- Meals en route and required meals during meetings, events etc. are reimbursed at a per diem rate determined by the Administration Committee. *(see attached Travel Rate sheet)*
- Receipts must be submitted to the Territory office for payment.
- Expenses for airfare, car rental and any and all other extra-ordinary expenses must be pre-approved by Administration Committee before arrangements and/or commitments for travel are made.

2.3.10 Parish Mileage

Stipendiary Clergy travel within the municipal or Parish boundaries and while on parish business, are reimbursed travel costs at rates determined by the Administration Committee; *(for current reimbursement rate see attached Travel Rate Sheet)*. Mileage allowance is paid by the parish for parish business from the parish budget.

Travel to and from home to the Church or parish office on normal working days is not part of paid mileage (income tax guidelines). Anyone claiming mileage should keep a log or other record of all mileage claimed (income tax guidelines). The rate per kilometre will be reviewed on an "as-needed" basis and not less than every three years.

2.3.11 Territory Meeting Travel Expenses

Travel costs to attend Territory Committee meetings, including: Administration Committee, Clergy Conference, Coordinating Council, Regional Meetings, semi-annual LMWS workshops, and other Territory sponsored or approved events are paid from the Territory Conference, Meetings and Travel Budget and are reimbursed as follows:

1. Cost of gasoline for the travelling vehicle plus twenty five percent (25%) for a single occupant. Submit receipts to the Territory office for payment. It is recommended to fill-up before beginning and at the end of trip.
2. Cost of gasoline plus thirty five percent (35%) for two or more occupants travelling in the same vehicle. Submit receipts to the Territory office for payment. It is recommended to fill-up before beginning and at the end of trip.
3. Meals en route and required meals during a meeting or event are reimbursed at cost up to \$35.00 per day. Submit receipts to the Territory office for payment.
4. Expenses for airfare, car rental and any and all other extra-ordinary expenses must be pre-approved by Administration Committee before making arrangements and/or commitments for travel.

2.3.12 Accommodation

Territory groups may use private accommodation instead of commercial accommodation and claim the private accommodation allowance of \$30.00 per night. When using commercial accommodation, Territory members are expected to share a room where practical to minimize costs

2.3.13 Catering Events and Meetings

When a parish or a group within a parish caters a Territory event or meeting, the parish or parish group will be reimbursed for food and sundries at the following rates:

- \$ 5.00 per person for lunch
- \$10.00 per person for lunch, morning and afternoon coffee break
- \$10.00 per person for dinner

Travel Rate Sheet

Revised October 2011

Revised November 2013 – Effective January 2014

Reviewed November 2016 – No change in Rates

Reviewed January 2019 – No change in Rates

Next Review: 2022

Per kilometre Rate:	\$ 0.43
Percentage rate for single occupant vehicle	25%
Percentage rate for multi-occupant vehicle	35%
Per Diem Meal Rate:	\$ 35.00
Parish Mileage Rate:	\$ 0.43
Maximum Monthly Parish Mileage Rate:	\$ 450.00
Private Accommodation Allowance	\$ 30.00 / night
Commercial Accommodation Allowance	As applicable

See Section 5 Forms:

5.1 Parish Mileage Claim Form

5.2 Territory Expense Claim Form