

TRAVEL ADVANCE AGREEMENT

Between The Parish/Pastoral Unit of _____

And

The Reverend _____

FOR THE YEAR 2019

Based upon the "Log" completed by The Reverend _____

during the year of 2018 with a total of _____ kilometres driven, the estimated travel for

the Parish/Pastoral Unit for the Year 2019 will be _____ kilometres. According to

the Diocesan approved scale, this number of kilometres driven will result in a Travel Advance of

\$ _____ for the Year 2019.

WE JOINTLY AGREE THAT:

- (1) This amount of \$ _____ will be paid in 12 equal monthly instalments of \$ _____.
- (2) That periodically during the year, the advance will be checked against actual Kilometres logged and adjusted, if necessary.
- (3)
 - (a) That any excess, over the amount entitled by the log at year end will be paid to the parish by the Clergy.
 - (b) Any shortage will be paid by the Parish/Pastoral Unit to the Clergy.

Signed: _____
(Rector)

(Treasurer)

(Warden)

Dated: _____

This form is to be remitted to Central Payroll for reference purposes only