

Revision Date – April 16, 2016
Committee - Diocesan Council
Source - Human Resources VSST

**Diocesan Travel Policy**

Diocese of Nova Scotia and Prince Edward Island

**PERTAINS TO:**

- |                         |  |
|-------------------------|--|
| Stipendiary Clergy      | Community of Associate Parish Priests (CAPP) |
| Community of Deacons    | Diocesan Staff                               |
| Priests in Charge (PIC) | Committee Members                            |
| Synod Members           | Lay Readers                                  |

1. Full-time Stipendiary Clergy on Parish business and Diocesan Staff

<b>0 – 10,000 km</b>	<b>\$0.44/km</b>
<b>10,001 – 20,000 km</b>	<b>\$0.38/km</b>
<b>20,001 km and up</b>	<b>\$0.22/km</b>

Travel will be paid by the parish, or Diocese, as appropriate, directly to the claimant, on the basis of a travel log.

2. Archdeacons, Regional Deans, Committee Members, both clergy and lay and all others on Diocesan business **\$0.35/km**
3. Priests in Charge, Community of Associated Parish Priests, Community of Deacons, and Lay Readers on parish business **\$0.35/km**
4. Synod Meeting Travel **\$0.25/km**
  - Parishes pay for Synod Expenses
  - Parishes should encourage Synod Members to carpool whenever possible
5. *Transportation:* It is expected that members use the cheapest means of transportation including car rental when the cost is less than the kilometre rate.
6. *Overnight Hotels/Meals:* should be based on a reasonable amount for expenses for overnight and meals where required due to distance traveled or due to weather conditions.
7. *Expense Claims:* All Diocesan claims must include a completed Expense Claim Form.
  - The form must include the account number of the General Ledger account being charged (check with Finance Office for particulars)
  - The Form must be signed by the Chair of the Diocesan Committee or Chair of the appropriate Body
  - The Form must be received no later than 90 days of the travel being claimed, and within 30 days of the year end, December 31st.