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Committee - Administration & Finance
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## STAFF PERSONAL EXPENSE GUIDELINES

DIOCESE OF NOVA SCOTIA & PRINCE EDWARD ISLAND

**PERTAINS TO  
DIOCESAN STAFF**

Meals:

Synod Office staff may claim up to the following amounts for meals required during Diocesan travel. These amounts include gratuities. Alcoholic beverages are for the individual's account.

Breakfast	\$10.00
Lunch	\$12.00
Supper	\$23.00

Travel:

- █ Travel will be reimbursed according to the Diocesan Travel Policy.
- █ All staff travel shall be authorized by the employee's supervisor.

Lodging:

While specific limits for lodging are not set it is assumed that every effort will be made to obtain reasonable lodging during overnight trips. However, it is not intended that staff members obtain low quality or sub-standard accommodations, recognizing the need for staff to have a reasonable level of comfort during absences from their home and family.

Staff shall be reimbursed for one telephone call of up to 10 minutes duration for each night away.

***Receipts must accompany all claims.***