

# TRAVEL ADVANCE AGREEMENT

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Between The Parish/Pastoral Unit of \_\_\_\_\_

And

The Reverend \_\_\_\_\_

## FOR THE YEAR 2018

Based upon the "Log" completed by The Reverend \_\_\_\_\_ during the year of 2017 with a total of \_\_\_\_\_ kilometres driven, the estimated travel for the Parish/Pastoral Unit for the Year 2018 will be \_\_\_\_\_ kilometres. According to the Diocesan approved scale, this number of kilometres driven will result in a Travel Advance of \$\_\_\_\_\_ for the Year 2018.

## 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