

# TRAVEL ALLOWANCE AGREEMENT

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

And

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

## FOR THE YEAR 2009

Based upon the "Log" completed by The Reverend \_\_\_\_\_

During the year of 2008 with a total of \_\_\_\_\_ kilometres driven, the estimated travel for the Parish/Pastoral Unit for the Year 2009 will be \_\_\_\_\_ kilometres. According to the Diocesan approved scale, this number of kilometres driven will result in a Travel Allowance of \$ \_\_\_\_\_ for the Year 2009.

## WE JOINTLY AGREE THAT:

- (1) This amount of \$ \_\_\_\_\_ will be paid in 12 equal monthly instalments of \$ \_\_\_\_\_.
- (2) That periodically during the year, the allowance 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.  
(b) Any shortage will be paid by the Parish/Pastoral Unit.

Signed: \_\_\_\_\_  
(Rector)

\_\_\_\_\_  
(Treasurer)

\_\_\_\_\_  
(Warden)

Dated: \_\_\_\_\_

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

Revised 11/20/2008