

2.1.2

Revision Date – December 5 th , 2020
Committee - Diocesan Council
Source - Human Resources VSST

Diocesan Travel Policy

Diocese of Nova Scotia and Prince Edward Island

Use of a personal automobile for Parish or Diocesan business shall be reimbursed as follows:

<u>ANNUAL KILOMETRES</u>	<u>Rate per kilometre</u>
0 – 10,000 km	\$0.44/km
10,001 – 20,000 km	\$0.38/km
20,001 km and up	\$0.22/km

Travel will be paid by the parish, or Diocese, as appropriate, directly to the claimant, on the basis of a travel log or after submission of an Expense Claim Form.

1. *Transportation:* It is expected that members use the cheapest means of transportation including car rental when the cost is less than the kilometre rate.
2. *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.
3. *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 31.