



## Policy 2.1.2

Revision Date – June 17, 2022
Committee -Diocesan Council
Source – Human Resources VSST

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### Diocesan Travel Policy

The Diocese of Nova Scotia & Prince Edward Island

Effective July 1, 2022, use of a personal automobile for Parish or Diocesan business shall be reimbursed as follows:

Rate per kilometre \$0.55 for all mileage, exclusive of mileage tiers.

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.
  - o The form must include the account number of the General Ledger account being charged (check with Finance Office for particulars)
  - o The Form must be signed by the Chair of the Diocesan Committee or Chair of the appropriate Body
  - o 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.