Parish Incumbents, Pastoral Administrators, and Sunday Supply
Payroll Advice Form Pursuant to Policies 2.1.29 and 2.1.2

Clergy Name_____ Employee # _____

Parish _____ Parish # _____

□ We authorize Central Payroll to pay $125.00 as Monthly Reimbursement for the time period of _____ to _____ $_____

□ We authorize Central Payroll to pay _____Days (up to and including the 15th of the Month) at $200.00 per day as Daily Reimbursement $_____

□ We authorize Central Payroll to pay as remuneration for Fees for Occasional Services (Policy 2.1.29)**:**

Date: _____ For : _____ Fee: $_____
Date: _____ For : _____ Fee: $_____
Date: _____ For : _____ Fee: $_____
Date: _____ For : _____ Fee: $_____
Date: _____ For : _____ Fee: $_____
Date: _____ For : _____ Fee: $_____
Date: _____ For : _____ Fee: $_____
Date: _____ For : _____ Fee: $_____
Date: _____ For : _____ Fee: $_____
Date: _____ For : _____ Fee: $_____

Total of Fees for Occasional Services : $_____

*TRAVEL TO BE PAID DIRECTLY BY PARISH UNLESS OTHERWISE INDICATED IN APPOINTMENT LETTER

Non-taxable travel reimbursements (i.e. Sunday Supply, visitations)

□ We authorize Central Payroll to pay travel for ___ kms at $ .66/Km = $ _____

Taxable travel reimbursements (i.e. between home and office or church for contractual part-time incumbents or pastoral administrators)

□ We authorize Central Payroll to pay travel for ___ kms at $ .66/Km = $ _____
or a flat fee of $ _____

□ We have reimbursed taxable travel for this amount: $ _____

<u>Authorization (required):</u>

_____
Clergy

_____ or _____
Treasurer Warden

Please email an authorized copy to payrollandbenefits@nspeidiocese.ca so that it arrives by the 20th of the month.
Payments will be deposited on the 30th of each month.

Revised Jan 01, 2026