

Revision Date – Nov. 24, 2005
Committee - Diocesan Council
Source - Human Resources
Revised by Administration & Finance

## Diocesan Travel Policy

Diocese of Nova Scotia & Prince Edward Island

PERTAINS TO:

Clergy

Diocesan Staff

Committee Members

1. Full time Stipendiary Clergy on Parish business, or Diocesan Staff.

<b>0 – 10,000 km</b>	<b>\$0.40/km</b>
<b>10,001– 20,000 km</b>	<b>\$0.35/km</b>
<b>20,001km and up</b>	<b>\$0.20/km</b>

**\*\*TRAVEL GRANTS CEASE JANUARY 1<sup>ST</sup>, 2006**

Travel will be paid on the basis of an annual travel log.

2. Archdeacons, Regional Deans, Committee Members (clergy and lay), all others on Diocesan business, and Non Stipendiary Ordained Ministers on parish business.  
20¢/km

3. Committee Meeting Travel - 20¢/km

Those who attend Diocesan Committee meetings are entitled to claim the following expenses:  
*Automobile Travel* - 20¢ per kilometer. It is expected that members use the cheapest means of transportation including car rental when the cost is less than the kilometer rate.

*Overnight Hotel/Meals*- Based on a reasonable amount for expenses for overnight and meals where required due to the distance to be traveled to return home or due to weather conditions.

Invoices for car rental, etc. must accompany claims for G.S.T. refund purposes.

4. Synod Meeting Travel 20¢/km  
Each additional passenger going to the meeting may be claimed at the rate of: 2¢/km  
No other expenses are paid.
5. Clergy and Lay Readers conducting occasional services outside their own congregation:  
See Policy and Procedure 2.1.9.

**Effective January 1<sup>st</sup>, 2006**