

**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 \$.64/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 \$.64/Km = \$ _____
or a flat fee of \$ _____

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

Authorization (required):

Clergy

Treasurer

or _____
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.