**2.1.2**

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| Revision Date – December 5th, 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:

# ANNUAL KILOMETRES Rate per kilometre

# 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.

Page 1 of 1