



Diocesan Travel Reimbursement February 2024

The Diocese wishes to both compensate clergy and lay people fairly for travel undertaken for diocesan business and be good stewards of our shared resources and of creation.

When travelling for diocesan business please consider if it is possible to carpool with others in your region or on your route to reduce the carbon footprint.

The following policy applies to clergy and lay leaders who are travelling to events where their presence is required. These include:

- Clergy days
- Wardens and Treasurer Days
- Regional Meetings
- Diocesan Council
- Synods

If you wish to be compensated for other diocesan travel, please speak to the Executive Archdeacon ahead of time to see if your travel will qualify for reimbursement.

Apart from paying ferry costs, rental car and gas costs, the Diocese will reimburse individuals driving their personal vehicle at a rate of \$0.55 per kilometre. However, for this rate to be paid:

- At least two people must be carpooling at least part of the journey, **or** a case must be made that carpooling is not practical. Individuals travelling alone by choice will be reimbursed \$0.35 per kilometer.
- It must be demonstrated that it was not possible/cheaper to rent a car. Cars can usually be rented in bigger centers for around \$50 a day with unlimited mileage. As soon as you are travelling much more than 100 km it is usually more economical for the diocese to pay the rental fee plus gas rather than a mileage rate.

Individuals who are traveling more than 2 hours (each direction) and need to stay overnight to attend a diocesan event can submit up to \$175/night in receipts for food and accommodation. There are places in our diocese where the cost of accommodation and food may exceed \$175. In those situations, a case may be made for an increase in accommodation and food reimbursement.

We are grateful to everyone for doing their best to keep our travels costs low as it frees up resources for other areas of ministry.

Insurance Note: Any additional insurance charges need to be preapproved.