

6.08 - Reimbursement of Expenses

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Purpose Statement

The purpose of this policy is to specify the criteria by which persons serving on the Executive of the General Council, a committee, sub-committee, or task group will be reimbursed for expenses incurred on Church business.

Policy

Governed by this Policy

1. This policy applies to all persons serving on the Executive of the General Council, a committee, sub-committee, or task group.
2. Any portion of any expense described in this Policy which is paid for by a third party shall not be claimed for reimbursement from the Church.
3. Any portion of any expense described in this Policy which is paid directly by the Church shall not be claimed for reimbursement.
4. The schedule of expenses is set by the General Secretary.

Transportation

5. Persons should travel by the most economical means related to the schedule and purpose of the travel.
6. Travel by private vehicle or the actual costs of a taxi or public transportation will be reimbursed for travel between home or office and the point of departure of a commercial carrier and for travel at the destination from the point of arrival to the hotel or meeting location.
7. The General Council will reimburse the actual cost of travel on Church business by commercial carriers. Persons should take advantage of senior citizen discounts, seat sales or any other discounted rates or fares for which they are eligible.
8. Travel by air will be reimbursed for economy airfare and taxes including the seat selection charge.
9. Travel by rail will be reimbursed at the lesser of the actual cost or the cost of an economy airfare for the same trip.
10. Travel by private vehicle, when it is the most economical option, will be reimbursed at the rate set out in the schedule to this Policy for a return trip. When several people travel together in the same vehicle, the owner but not the passengers will be entitled to reimbursement.
11. Persons attending meetings are encouraged to use public transportation at the meeting location whenever available.
12. Underground parking at the General Council Office is available.
13. Parking at hotels is reimbursable but cannot be charged to the hotel accounts.

Accommodation

14. Accommodations are selected which are reasonable, conveniently located, safe and accessible. The accommodation for most meetings is determined based on availability and group rates with designated hotels and centres. The normal accommodation is single person occupancy; there is provision for sharing upon request.
15. If a person chooses to stay in other accommodation, the person will be reimbursed for the actual cost to the maximum rate set out in the schedule. Persons should take advantage of senior citizen, group, or any other discounted rates for which they are eligible.
16. A person travelling to meetings who stays with a relative or friend in lieu of designated accommodation, may claim the cost of a token of appreciation (not alcoholic beverages) according to the hospitality rate set out in the schedule to this Policy. Receipt required.

Meals

17. Meals are reimbursed on the basis of an un-receipted allowance as set out in the schedule.
 - (1) Alcoholic beverages shall not be included in any meal claim.
 - (2) Meals shall not be charged to hotel room accounts.
 - (3) When meals are provided during the meeting, no other claims are allowed.
18. Meals are reimbursed on travel days on the basis of an un-receipted allowance.
 - (1) Breakfast should not be charged if travel begins after 7:30 am
 - (2) Dinners should not be charged if travel ends prior to 6:30 pm
19. When a group of persons who are members of a committee or task group eat together, the total cost may be claimed by one of the persons provided that the claimant identifies the persons whose meals have been covered.

Telephone Expenses

20. The General Council provides a toll free phone number (1-800-268-3781) to provide communication with staff at the General Council office.
21. Guest facilities are available at the General Council Office to make long distance telephone calls which are covered by the General Council's long distance plan.
22. When a person is travelling or at a meeting, the cost of long distance calls to the person's home or office (using a personal calling card or a General Council Calling Card) and the cost of local calls from a hotel are reimbursable.

Dependent Family Care

23. A person may claim the cost of care arrangements for a family member or other significant person when traveling on church business.
24. This expense must be approved with Member Engagement staff prior to making travel arrangements.

Pulpit Supply

25. The pastoral charge or mission unit will be reimbursed for the cost of pulpit supply at the rate set out in the schedule. Analogous situations may be reimbursed subject to pre-approval.

Non-Reimbursable Personal Expenses

26. The following are considered personal expenses and are not normally reimbursable

- (1) personal entertainment
- (2) car rentals
- (3) excess/overweight baggage charges
- (4) personal life insurance
- (5) trip cancellation insurance
- (6) traffic fines
- (7) laundry or dry-cleaning
- (8) internet charges
- (9) all expenses related to a companion
- (10) change fees for bookings for personal reasons

Expense Claims

27. Persons shall submit Travel Expense Claims to the General Council office within thirty (30) days of completing their travel together with required receipts, a record of kilometres traveled by private vehicle and any other detailed information which a signing officer may require to determine that the expenses were reasonable.
28. Persons submitting expense claims electronically must either scan the related receipts and include them in the electronic submission or otherwise ensure the receipts are delivered to the General Council office as soon as possible.
29. To obtain reimbursement a person must submit receipts for the following expenses
 - (1) travel by commercial carrier unless purchased or provided by the Church
 - (2) any transportation costs not included in the basic fare
 - (3) taxi fares
 - (4) parking charges in excess of five dollars (\$5.00)
 - (5) accommodation in excess of the rate set out in the schedule.
 - (6) long distance telephone calls

Exceptions

30. All exceptions to this policy must be approved prior to the travel beginning by Member Engagement staff.
31. Anticipated expenses for international travel must be approved in advance of travel by Member Engagement staff. Member Engagement staff will consult with designated Resource Staff.

Established 2007-11-16-214 by the Executive of General Council

Schedule Policy 6.08 (Effective January 1, 2012)

Use of Private vehicle

\$0.41 per kilometre

Maximum Hotel Rate

\$95.00 plus tax per day in the Toronto area

Hospitality Rate

\$25.00 per night to a maximum of \$100 per meeting

Standard Meal Allowance (including taxes and gratuities) – no receipts required

Please note that the cost of alcoholic beverages cannot be claimed

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| Breakfast | Up to a maximum of \$15.00 |
| Lunch | Up to a maximum of \$15.00 |
| Dinner | Up to a maximum of \$25.00 |

Pulpit Supply

Worship leadership and preaching: \$116.00 plus incidental expenses and mileage (maximum \$157.00)

Preaching and pastoral care: \$232.00 plus incidental expenses and mileage (maximum \$284.00)

Direct Deposit

Obtain the Direct Deposit Form from your staff contact person and attach a blank cheque.

Goods and Services Tax (GST)

Please attach the original receipts for travel and accommodation expenses claimed which indicate the GST paid and the GST number of the business/vendor. The United Church of Canada can claim the Goods and Services Tax rebate only where original receipts are provided. These are used also for audit purposes.