

POLICY 3.5.4 Travel Allowance for Non-Clergy Employees of the Chancery

SUMMARY

1. Approved expenses for employee work-related travel are reimbursed by the Archdiocese.
2. The Archdiocese reimburses expenses for transportation, accommodation and meals.
3. Employees submit a completed and signed Form 3.5.4.a, with supporting documents, to the Finance Section. Reimbursement for expenses is usually included in the next payroll cheque.
4. Travel time is compensated in accordance with the terms of the relevant employment agreement.

FORMS

Form 3.5.4.a Travel Expenses Claim Form

RELATED POLICIES

N/A

1. Work-related travel

a. Approved travel reasons

Employees of the Archdiocese travel for various work-related reasons. The related travel expenses for approved travel are initially paid by employees and reimbursed by the Archdiocese after the travel is completed.

Employees travel:

- as *ex officio* members of archdiocesan committees, for meetings and events
- for professional development and networking through conferences, seminars, and training programs that contribute to employee development
- for the purposes of carrying out their job duties

b. Making travel arrangements

Employees make their own travel arrangements and obtain the approval of their supervisor or the Archdiocese Finance Administrator before finalizing them.

2. Reimbursement for travel expenses

Unless otherwise provided for by the terms of their employment, non-clergy employees of the Chancery of the Archdiocese who are required to leave their regular place of work or residence for the above-listed reasons may claim reimbursement for the related travel expenses as described below.

a. Use of a personal vehicle

Employees who use a personal vehicle for work-related travel are reimbursed at the rate of \$0.42 per kilometre. For trips over 2000 km, total, employees are asked to demonstrate that the use of a personal

vehicle is a reasonable choice and comparable expense to using a public vehicle (i.e. travelling by air).

b. Travel by public vehicle

Employees are reimbursed for the actual costs of travel by public vehicle, including rental car. To claim reimbursement, the original receipts for travel must be submitted with the claim form.

c. Parking fees

To claim reimbursement, the original receipts for parking fees must be submitted with the claim form.

d. Accommodation

Employees are reimbursed for actual costs of accommodation or \$25 per day during the work-related travel. If employees claim the actual cost of accommodation, the original receipts must be submitted with the claim form.

e. Meals

Employees can claim for meals (breakfast, lunch and dinner) during the period of work-related travel. Employees are reimbursed in accordance with meal allowances established by the Archdiocese: \$12 for breakfast, \$15 for lunch and \$25 for dinner. Actual costs are not reimbursed.

Table A. Eligible travel-related expenses

Type of expense	Reimbursed amount	Other
Use of personal vehicle	\$0.42 per kilometre	
Travel by public vehicle	Actual cost	Supported by receipts
Parking fees	Actual cost	Supported by receipts
Accommodation	Actual cost OR \$25 a day	Supported by receipts
Meals	Breakfast \$12 Lunch \$15 Dinner \$25	Specified allowance per meal

3. Submitting expenses claim for reimbursement

Employees submit a completed and signed Form 3.5.4.a Travel Expenses Claim Form to the Finance Section of the Chancery Office. The claimed expenses will be reimbursed on the next payroll cheque of the employee, if the claim is submitted by the 15th of the month, unless the Finance Administrator authorizes reimbursement in another form on another date.

4. Policy for compensation for travel time

The Archdiocese encourages employees to travel for work-related reasons during regular work hours, as much as possible. When it is necessary for employees to travel on a day of rest or outside of normal work hours on a work day, employees are compensated for that time as provided by the terms for regular and overtime hours of work in their employment contract.

Travel Expenses Claim Form

Name	
Position	
Reasons for travel	

Please attach receipts for transportation claims (except for Personal Vehicle use) and accommodation.

Travel date	MEALS			TRANSPORTATION				Accommodation	Daily total
	Break-fast	Lunch	Dinner	Cost	Type	Personal vehicle			
						kms	Amount		
SUB-TOTALS									
							TOTAL CLAIM		

Date: _____

Signature: _____

Office Use
Approved By: _____ Date: _____ Signature of Approving Officer: _____