

Kootenay Presbytery Expense Guidelines

Kootenay Presbytery gratefully acknowledges the significant time and talent offered by individuals to do its work. We are committed to your well-being in all aspects of our meeting life and would like to ensure that you are not unreasonably out of pocket for expenses incurred while away from home participating in the work of Kootenay Presbytery. The following information will assist you when making arrangements to attend meetings and when claiming expenses related to those meetings. It is Kootenay Presbytery's expectation that members and delegates will practice faithful stewardship in their travel arrangements remembering that there is a very limited budget.

Expense Guidelines apply on approval of trip by PVT

EXPENSES

1. Any portion of any expense described in this policy that is paid for by a third party or paid directly by the pastoral charge shall not be claimed for reimbursement.

TRANSPORTATION

2. Persons should travel by the most economical means related to the schedule and purpose of the travel.
3. If other forms of transportation are required other than the member's own vehicle these expenses have to be approved by the PVT prior to making arrangements. Please determine the most appropriate choice on any particular occasion.
4. Presbytery will reimburse the actual cost of travel on Presbytery business by commercial carriers. Members should take advantage of senior citizen discounts, seat sales, or any other discounted rates or fares for which they are eligible. Travel by air will be reimbursed for economy airfare and taxes.
5. Travel by private vehicle, when it is the most economical option, will be reimbursed at the current KP rate. When several people travel together to a meeting or approved event in the same vehicle the owner only will be reimbursed for the driver and Presbytery members.

ACCOMMODATION

6. If accommodation is required for a specific meeting and billets are not available then, after prior approval by PVT, the accommodation is to be selected that is reasonable, conveniently located, safe, and accessible. Accommodation for most meetings is encouraged to be at a billet.

The normal accommodation is double-occupancy; there is provision and cost for single-occupancy upon reasonable request.

MEALS

7. Meals are reimbursed on the basis of the actual cost (including tax and tip) according to the rate on page 2. *Receipts are required.*
8. Alcoholic beverages shall not be included in any meal claim.
9. The cost of meals obtained through room service at hotel is reimbursed for the actual cost (including tax and tip) to the maximum rate set out on page 2.
10. When a group of persons who are members of a Team or task group eat together, the total cost may be claimed by one of the persons providing that the claimant identifies those persons whose meals are included.

NON-REIMBURSABLE PERSONAL EXPENSES

The following are considered personal expenses and are not normally reimbursable:

- a. personal entertainment
- b. car rentals
- c. excess/overweight baggage charges
- d. personal life insurance
- e. trip cancellation insurance
- f. traffic fines
- g. all expenses related to a companion
- h. travel supplies
- i. purchase of special clothing
- j. extended travel for personal reasons
- k. laundry or dry-cleaning
- l. Internet charges
- m. change fees of bookings for personal reasons

Kootenay Presbytery Expense Guidelines

Effective January 1, 2017

Receipts must be submitted before payments can be processed

Accommodation (item 6)

Actual cost to maximum \$95.00/day plus taxes

Automobile Travel (item 5)

\$0.40/km for car & driver

\$0.05/km for each member of Presbytery or those with prior approval to claim expenses.

See also "Eco Assessment" below.

Meals (items 7–10)

Actual costs to a maximum per day plus taxes

Breakfast - \$10

Lunch - \$12

Dinner- \$13

(Max daily claim \$35.00 including tax and tip)

Approved by Kootenay Presbytery, March 2015

Travel: Eco Assessment:

At the 2016 Fall Gathering, the court approved a motion that Kootenay Presbytery charge a carbon tax on all travel based on an average of \$3/100km for a mid-sized vehicle, and that a small vehicle be charged less and a larger vehicle more to be determined more precisely. The Peace and Justice Ministry Team developed the following policy as a result, retroactive to January 1, 2017:

Based on the government of Canada, (at <http://www.nrcan.gc.ca/energy/efficiency/transportation/cars-light-trucks/buying/7487>), Kootenay Presbytery will charge \$0.02 to \$0.05 /km depending on the vehicle's efficiency. Drivers will self-select their vehicle:

- \$.02/km for a hybrid or electric vehicle;
- \$.03/km for a small fuel efficient vehicle (Fit, Civic, Corolla),
- \$.04/km for a mid-sized car,
- to a max of \$.05 for a large vehicle like a truck (like a Ford F-150) or a large SUV.

The Expense Form has been amended to include this Eco Assessment so the driver can identify the vehicle and the Treasurer will calculate the appropriate "tax". The receipts from the "tax" will be transferred into the Kootenay Presbytery Green Fund.

KOOTENAY PRESBYTERY EXPENSE FORM

Name: _____

Address: _____
Street Number and Name
Town/City
Postal Code

Reason for Expense: _____ Dates: _____

From: _____ To: _____ @ 40¢/km \$ _____
TOTAL KM, return

Passengers who are registered Participants or Delegates:

- | | | |
|----------|---------|----------|
| 1. _____ | @ 5¢/km | \$ _____ |
| 2. _____ | @ 5¢/km | \$ _____ |
| 3. _____ | @ 5¢/km | \$ _____ |
| 4. _____ | @ 5¢/km | \$ _____ |

* Meals: Bkfts: \$ _____ # _____ Lunch: \$ _____ # _____ Dinner: \$ _____ # _____ TOTAL \$ _____

Bus/Plane Fare: \$ _____	** Motel/Hotel: \$ _____	TOTAL	\$ _____
Postage/Stationary/Copying: \$ _____	Telephone: \$ _____	TOTAL	\$ _____

Other: (Please give description and attach receipts)

- | | |
|----------|----------|
| 1. _____ | \$ _____ |
| 2. _____ | \$ _____ |
| 3. _____ | \$ _____ |

SIGNATURE _____ TOTAL EXPENSES \$ _____

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ECO-ASSESSMENT: Vehicle Make: _____ Model: _____

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** MEALS ARE PAID ONLY FOR THOSE TRAVELING OVER 4 HOURS VIA AUTOMOBILE UP TO A DAILY MAXIMUM OF \$35.00 PLUS TAXES.*

*** HOTEL/MOTEL DAILY MAXIMUM IS \$95.00 PLUS TAXES*

TREASURER TO COMPLETE:

Cheque # _____

Date Issued: _____

Treasurer: _____