

# Pacific Mountain Region Volunteer Expense Guidelines

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*(excluding Pacific Mountain Region General Meeting Expenses)*

The church gratefully acknowledges the significant time and talent offered by individuals to 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 out of pocket for expenses incurred while away from home participating in the work of Regional committees and task groups. The following information will assist you when making arrangements to attend meetings and when claiming expenses related to those meetings. It is the church's expectation that all staff and volunteers will practice faithful stewardship in their travel arrangements.

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## EXPENSES

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

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## TRANSPORTATION

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2. Persons should travel by the most economical means related to the schedule and purpose of the travel.
3. Persons attending meetings are encouraged to use public transportation to the meeting location whenever available.
4. Prior negotiation shall be made with Region Staff for travel by taxi or rental car and should be considered based on the economy and convenience. Please determine the most appropriate choice on any particular occasion.
5. The Region 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. Travel by air will be reimbursed for economy airfare and taxes.
6. Travel by private vehicle, when it is the most economical option, will be reimbursed at the rate set out at the bottom of page 2 for a return trip of not more than 1000 kilometers. When several people travel together in the same vehicle, the owner but not the passengers will be entitled to reimbursement.
7. Parking in a major metropolitan area is expensive. Please consider parking costs in

relation to other alternatives such as public transport and ride-share.

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## ACCOMMODATION

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8. Accommodations are selected that 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 double-occupancy; there is provision and cost for single-occupancy upon request.
9. 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 out at the bottom of page 2. **Receipts are required.**

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## MEALS

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10. Meals are reimbursed on the basis of the actual cost (including tax and tip) according to the rate out at the bottom of page 2. **Itemized receipts are required.**
11. Alcoholic beverages shall not be included in any meal claim.
12. 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 at the bottom of page 2.
13. 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 providing that persons whose meals are covered are identified by the claimant.

## TELEPHONE EXPENSES

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14. Pacific Mountain Regional Office provides a toll-free phone number (1-800-934-0434) and a toll-free fax (1-877-700-0439) to provide easy communications with Region staff.

## NON-REIMBURSABLE PERSONAL EXPENSES

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15. 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 travel supplies
- (h) purchase of special clothing
- (i) extended travel for personal reasons
- (j) laundry or dry-cleaning
- (k) Internet charges
- (l) change fees of bookings for personal reasons

## EXPENSE CLAIMS

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16. **Travel Requisitions** – Travel requisitions should be completed and submitted promptly after every trip or when expenses have been incurred. All expenditures, including meals, taxis etc. should be supported by appropriate explanations and all original receipts.

## RATES FOR VOLUNTEER EXPENSE GUIDELINES

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**Receipts must be submitted before payments can be processed**

**Accommodation** (item 8)

Actual cost to maximum \$175.00/day plus taxes

**Automobile Travel** (item 5)

\$0.45/km for car & driver

**Hospitality** (item 9)

\$25/night to a maximum of \$100/meeting

**Meals** (items 10-13)

Actual costs to a maximum per day plus taxes

Breakfast \$15

Lunch \$20

Dinner \$30

**Receipt Requirements:**

- 1) *The detailed restaurant bill showing the items consumed; and*
- 2) *The credit card slip showing the gratuity amount (if applicable).*