



General Meeting – June 9 to June 12, 2022

Travel and Related Expenses Reimbursement Policy

The purpose of this Policy is to balance the desire to ensure finances are not a barrier to participation in the General Meeting while also carefully stewarding the costs of this large event. Members, Children and Youth travelling from a distance will be reimbursed at the lowest cost of transportation (for instance, airfare might be less expensive than mileage plus ferries and meals *en route*), according to the chart below.

Reimbursement for expenses that are not in compliance with this Policy requires the prior approval of the Region.

Members: The Members of the meeting are those who have the right to vote:

- All order of ministry (active, retained or retired);
- Ministry Personnel (including DLM, candidates, diaconal supply, ordained supply) who are under appointment to a community of faith;
- Lay representatives of communities of faith elected by those communities;
- Others appointed as Members by Regional Council.

Children and Youth: Registrants of First Third Ministry (F3) programs at the General Meeting. The F3 programs will not include overnight accommodation so children and youth are required to stay with their parent or appointed guardian. Please note the cost of accommodation will not be reimbursed.

Reimbursable Expenses	Policy	Maximum Amount
Airfare	Air travel can be reimbursed when it is more cost-effective than ferries and/or personal vehicle. Airfare should be in economy class and attendees are expected to use the lowest logical airfare available. (e.g. Air Canada: Economy Basic or Standard; WestJet: Economy Basic) <u>Non-reimbursable costs:</u> Excess/overweight baggage charges, seat selection, trip cancellation insurance, and change fees for bookings	Airfare booked <u>before or on May 15, 2022</u>: 100% reimbursable Airfare booked <u>after May 15, 2022</u>: Up to \$600, before taxes and fees



Reimbursable Expenses	Policy	Maximum Amount
Mileage	Members of the meeting traveling by car to/from Prince George can claim \$0.35 per kilometer. The maximum amount does not apply to multiple-occupant vehicle. ▪ Nautical mileage of ferry routes is not counted in total mileage. ▪ Mileage during the event cannot be claimed	<u>Single-occupancy vehicle:</u> \$500 for round trip journeys
Ferry	Ferry costs and reservations for standard vehicles can be claimed. Members are encouraged to carpool in order to minimize costs.	Per actual receipt
Meals <i>en route</i>	Members traveling by car over 400 kilometers one way can be reimbursed. Itemized receipts (credit/debit card slips are not sufficient) must be provided with claim. Where a claim covers multiple persons, their names should be provided. ➤ Breakfast should not be claimed if travel begins after 7:30 am ➤ Dinners should not be claimed if travel ends prior to 6:30 pm	\$10 for Breakfast \$20 for Lunch \$25 for Dinner <i>Excluding applicable taxes and maximum gratuity of 15%</i>
Accommodation <i>en route</i>	Members travelling by car over 750 km one way can claim accommodation. <u>Non-reimbursable costs:</u> Accommodation during the meeting (June 9 – June 12)	Prior approval of the Region is required \$175 per day plus taxes
Dependent Care Assistance	Dependent care services are reimbursable for members who need to pay for such services in order to attend the meeting. The dependent is defined as: - A dependent child who is under the age of 14; or - A spouse or other dependent who is physically or mentally incapable of self care. Receipt is required and must include all of the following information: • Caregiver's full name and address; • The date(s) being charged, the hourly/daily rate of pay and the total hours of care provided; • Caregiver's signature acknowledging receipt of payment.	\$75 per day \$300 for four days



Reimbursable Expenses	Policy	Maximum Amount
Taxi	Local taxis can be claimed. Taxis may be justified in cases where group travel by cab is more economical than the total cost of having individuals travel separately by public transit or shuttle. Members are encouraged to carpool in order to minimize costs. <i><u>Non-reimbursable costs:</u></i> Car rentals	Per actual receipt

REIMBURSEMENTS

To be eligible for reimbursement, claimants must attend the meeting in person. No reimbursement will be given to “no shows” except for special circumstances. Travel reimbursement will be processed after June 12, 2022. Processing of claims will take 1-3 weeks. Please include receipts with GST amount (if applicable). Further delays could occur if receipts are not provided to the submission.

If you have not register for the Pacific Mountain Region’s Electronic Funds Transfer (EFT), please consider signing up – it is a fast, convenient and secured way to receive your reimbursement. If electing to be reimbursed by cheque, please note that issuance of cheque will have longer processing time than the EFT reimbursement option.

Deadline for submitting General Meeting travel reimbursement claims is **July 15, 2022**.

If you have any questions about these policies, or if these policies result in your inability to attend the General Meeting, please contact us at: (604) 431-0434 or pacificmountain@united-church.ca.