



General Meeting – May 30 to June 2, 2024

Travel and Related Expenses Reimbursement Policy

This Policy aims to ensure that travel costs do not hinder participation in the General Meeting, while also maintaining prudent financial management. We provide reimbursements for Members, Children and Youth traveling from distant locations based on the most cost-effective transportation option, as specified in the accompanying chart. Please obtain prior approval from the Region for any expenses that fall outside this policy.

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: Participants in the First Third Ministry programs at the General Meeting are required to arrange their own overnight accommodations, as these are not provided. Children and youth must stay with their parent or appointed guardian. Please note that accommodation costs are not eligible for reimbursement.

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>on or before May 15, 2024</u>: Fully reimbursable. Airfare booked <u>after May 15, 2024</u>: Reimbursable up to \$300, excluding taxes and fees.



Reimbursable Expenses	Policy	Maximum Amount
Mileage	Members traveling by car to or from downtown Vancouver are eligible for a reimbursement rate of \$0.50 per kilometer. There is no maximum reimbursement limit for vehicles with multiple occupants. <u>Non-reimbursable costs:</u> ▪ Nautical kilometers from ferry routes are not included in the total kilometer calculation. ▪ Kilometers driven during the event cannot be claimed for reimbursement.	<u>Single-occupancy vehicle:</u> \$400 for round trip journeys
Ferries	Ferry costs and reservations for standard vehicles can be claimed. Members are encouraged to carpool in order to minimize costs.	Per actual receipt
Public Transit	Public transportation expenses to/from downtown Vancouver meeting venue, including SkyTrain, buses, and SeaBus fares, are reimbursable upon submission of actual receipts or proof of purchase (e.g. Compass Card statements). <u>Non-reimbursable costs:</u> ▪ Any costs for getting around during the days of the event cannot be claimed for reimbursement.	One round trip
Meals en route	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	\$15 for Breakfast \$20 for Lunch \$30 for Dinner <i>Excluding applicable taxes and maximum gratuity of 15%</i>
Accommodation en route	Members travelling by car over 750 km one way can claim accommodation. <u>Non-reimbursable costs:</u> Accommodation during the meeting (May 30 – June 2)	Prior approval of the Region is required \$175 per day plus taxes



Reimbursable Expenses	Policy	Maximum Amount
Dependent Care Assistance	Members who need to pay for dependent care services to attend the meeting may be reimbursed. Eligible dependents include: a) Children under the age of 14; or b) A spouse or dependent who is unable to care for themselves due to physical or mental reasons. To claim reimbursement, a receipt is required containing: • Caregiver's full name and address. • Dates of service, hourly/daily rate, and total hours provided. • Caregiver's signature confirming payment.	\$75 per day \$300 for four days
Taxi	Taxi expenses to and from the airport are reimbursable if shared by three or more Members. Members are encouraged to carpool to reduce costs. <u>Non-reimbursable costs:</u> Car rentals	Per actual receipt

Travel Reimbursement Eligibility and Process

To qualify for reimbursement, claimants must physically attend the meeting. Reimbursement is not available for no-shows, except under special circumstances. Reimbursement processing begins after June 3, 2024, and takes 2-4 weeks from the date of receipt submission. Please ensure all receipts include the GST amount if applicable; failure to provide receipts may delay processing.

We encourage registration for the Pacific Mountain Region's Electronic Funds Transfer (EFT) for a faster, more secure reimbursement method. If opting for reimbursement by check, please be aware that this method will take longer to process.

The deadline to submit travel reimbursement claims for the 2024 General Meeting is **July 15, 2024**.

For inquiries or concerns regarding these policies and their impact on your attendance at the General Meeting, please reach out to Houston Mo, Director of Finance, at (604) 431-0434 extension 6351 or email hmo@united-church.ca.