

## **CENTRE FOR CHRISTIAN STUDIES GUIDELINES FOR SEARCH COMMITTEE EXPENSES**

When a Search Committee is created to search for contract or permanent staff, they should establish a budget and identify legitimate expenses. In some cases, prior to the Search Committee meeting the Finance Committee or Central Council will have allocated a budget line for the Search. If the cost of the search is anticipated to exceed this amount, the Finance Committee should be informed. If no preexisting budget line exists, after the budget is established the Finance Committee should be notified.

Guidelines for the expenses of the Committee (travel, meals etc.) are outlined in the CCS Policy, "Volunteer Travel Expense Policy". A copy of this policy is available from the Office Administrator. The nature of the search (for example, local or national) will determine the expense reimbursement commitments made to interviewees. The following are guidelines to assist the Search Committee in determining the commitments for a particular search process.

Travel should always be undertaken in the most economical way. Receipts for any expense claims must be submitted to CCS for reimbursement of monies. If an advance for expenses is required, this may be arranged through the Office Administrator.

### **Transportation:**

The most appropriate mode of transportation should be selected with consideration of the distance involved, cost, etc. CCS will reimburse the following:

#### **Airfare, Bus, Train:**

Where possible arrangements should be made far enough in advance to take advantage of the lowest rate possible.

Interviewees should **not** purchase Trip Cancellation insurance.

#### **Mileage:**

Mileage may be reimbursed at the rate established by the Finance Committee for the use of a personal car. This rate is designed to include some reimbursement for vehicle depreciation.

Mileage costs would not normally exceed the cost of air travel.

### **Accommodation:**

Options for accommodation should be discussed with interviewees. These options include staying with friends or family, billeting or a hotel or bed and breakfast. Accommodation should be in the medium price range, with the safety and cleanliness of the premises being taken into consideration.

### **Meal Allowance:**

Claiming for meals while travelling for the interview should be discussed with interviewees and should be considered in decisions regarding the mode of transportation used. Normally the per diem rate of the United Church of Canada may be claimed. Receipts are required. When some meals during a day are provided a prorated amount for the remaining meals should be determined.

### **General:**

In some cases the Search Committee may negotiate with interviewees for other expenses to be covered (for eg. guide dog travel costs, Sunday service supply). The Committee should inform the Administrative Assistant of these arrangements so reimbursement can be arranged.