

Centre for Christian Studies Staff Travel Policy

It is expected that some members of the staff of the Centre for Christian Studies (CCS) will have to travel for the purpose of furthering the business of CCS.

The following guidelines are provided to assist staff and CCS in determining appropriate expenses. Staff are expected to arrange for the most appropriate and economical travel possible. In making this assessment, staff should consider the effect on the environment, cost, time, opportunities to participate in community, convenience and personal safety. Staff are encouraged to consult among themselves when making travel plans when the assessing factors present conflict, for example, the environmental impact of flying and the time required for ground transportation.

Staff are required to submit receipts for reimbursement and when using the CCS credit card. A cash advance may be arranged with the Administrative Assistant.

Air Fare

Where possible, arrangements should be made far enough in advance and after searching options, to take advantage of the lowest rate possible. Staff should not buy trip cancellation insurance. If traveling outside Canada staff should assess the purchase of Health insurance, and when it is warranted CCS will cover this cost.

Accommodation

In many circumstances, staff may wish to take the opportunity when traveling out of town to stay with family, friends, volunteers or students. CCS appreciates this and we hope that, when possible, this practice will continue.

If the staff person has chosen to stay with family or friends and thereby save the CCS room rental, it is appropriate for the staff member to show their appreciation with a small gift to those hosting them. (i.e. flowers, lunch, chocolates, etc.) CCS will reimburse for these items.

In some instances, staff may wish to or have to stay in motels/hotels. Where appropriate, rooms should be shared if this reduces the cost. Accommodation should be in the medium price range, with the safety and cleanliness of the premises being taken into consideration. CCS will pay for this accommodation.

Meals

Staff may claim for meals up to the per diem rate of The United Church of Canada. Staff may claim for meals when work in Winnipeg requires them to have meals out. Alcohol is not an allowable expense. Occasionally, it may be necessary for the staff person to meet with someone over a meal and both the staff and guest meal may be claimed.

Ground Transportation

Staff are encouraged to consider car pooling and public transit wherever possible, after making the assessment detailed above. It may be most appropriate to rent a car. CCS will pay for the rental of a small car. Staff are expected to seek the most reasonable rate available and consider the necessity of extra costs such as “in airport pickup”. If there are several staff persons traveling, then larger cars as appropriate should be rented. Staff should decline insurance when renting a car because CCS carries collision and liability coverage which extends to rented cars. Only CCS staff should drive the rented car. CCS will pay for all expenses related to the rented car such as gas and parking but will not pay for fines such as parking or speeding tickets.

Mileage

CCS will pay at the rate set by The United Church of Canada for staff travel for the use of the staff person’s personal car when used for CCS business.

CCS will pay for expenses such as parking but will not pay for fines such as parking or speeding tickets. Should a student/volunteer drive staff in their vehicle, then CCS will pay at the rate set by The United Church of Canada for staff travel to that student/volunteer.

Other items

Occasional calls home will be covered.

Reasonable laundry expenses will be covered.