

CENTRE FOR CHRISTIAN STUDIES VOLUNTEER TRAVEL EXPENSE POLICY

In order to ensure that both the Centre and volunteers are treated fairly, the following policy has been put in place. It is expected that occasionally volunteers of the Centre for Christian Studies (CCS) may be asked to travel for the purpose of furthering the business of CCS. Volunteers will always travel in the most economical way. When travelling the following guidelines should be adhered to.

Receipts for any expense claims must be submitted to CCS for reimbursement of monies.

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.

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

Mileage:

CCS will pay at the rate established by the Finance Committee for the use of a volunteer's personal car. Mileage costs are not to exceed the cost of air travel.

Accommodation:

In most cases volunteers will be billeted for the length of their stay away from home. If this cannot be done, volunteers may stay in hotels. Whenever possible, rooms should be shared. Accommodation should be in the medium price range, with the safety and cleanliness of the premises being taken into consideration.

Meal Allowance:

Normally up to the per diem rate of The United Church of Canada may be claimed. Receipts are required. When some meals during a day are provided (eg. Council meetings) a prorated amount for the remaining meals will be announced.

Ministerial Responsibility:

Volunteers may claim up to an amount established by the Finance Committee per trip away for expenses to cover their ministerial responsibilities (eg. Christian Education, Pulpit Supply) when they are not otherwise provided by the local church.

Dependent Care:

Additional expenses incurred when the volunteer's absence from home exceeds normal patterns (eg. overnight supervision). Volunteers are expected to discuss their anticipated expenses with the Administrative Assistant in advance of travel.

Miscellaneous:

- Telephone: all long distance calls related to the business of CCS and one call a day home if away for an extended period.
- Postage: on behalf of CCS
- Out of Country Medical Insurance: if a Volunteer is required to travel outside Canada they may claim the fees for Medical Insurance.

General:

In some cases extraordinary expenses may be covered. These will be determined on an individual basis and volunteers are expected to discuss items in advance of travel with the Administrative Assistant whenever possible.