

Reimbursement of Expenses

43rd General Council 2018, Oshawa

Purpose Statement

The purpose of this policy is to specify the criteria by which persons serving as Commissioners to GC43 (2018 in Oshawa) will be reimbursed for expenses.

Policy

Governed by This Policy

1. This policy applies to all persons serving as Commissioners to GC43.
2. Any portion of any expense described in this Policy which is paid for by a third party shall not be claimed for reimbursement from the Church.
3. Any portion of any expense described in this Policy which is paid directly by the Church shall not be claimed for reimbursement.

Transportation

4. Persons should travel by the most economical means possible.
5. Travel by private vehicle or the actual costs of a taxi or public transportation will be reimbursed for travel between home or office and the point of departure of a commercial carrier and for travel at the commercial carrier destination from the point of arrival to the meeting location.
6. The General Council will reimburse the actual cost of travel to General Council by commercial carriers. Persons should take advantage of youth fares, senior citizen discounts, seat sales, or any other discounted rates or fares for which they are eligible.
7. Travel by air will be reimbursed for economy airfare and taxes only.
8. Travel by rail will be reimbursed at the lesser of the actual cost or the cost of an economy airfare for the same trip.
9. Travel by private vehicle, when it is the most economical option, will be reimbursed at the rate set out in the schedule to this Policy for a return trip. When several Commissioners travel together in the same vehicle, the owner but not the passengers will be entitled to reimbursement.
10. Where three or more Commissioners car pool, 407/412 Toll Road Fees will be reimbursed. A copy of the invoice showing charges is required.
11. Persons attending meetings are encouraged to use public transportation whenever available.

Accommodation

12. A Commissioner who stays with a relative or friend in lieu of designated accommodation may claim the cost of a token of appreciation (not alcoholic beverages) according to the hospitality rate set out in the schedule to this Policy. Receipt required.
13. A Commissioner who opts to stay at an alternative commercial accommodation in lieu of designated accommodation may claim up to \$65.00/day. Receipt is required.

Meals

14. Meals are reimbursed on travel days with receipts only.
 - (1) Alcoholic beverages shall not be included in any meal claim.
 - (2) When meals are provided during the meeting, no other claims are allowed.
 - (3) Breakfast should not be charged if travel begins after 7:30 am.
 - (4) Dinners should not be charged if travel ends prior to 6:30 pm.
15. When a group of Commissioners eat together, the total cost may be claimed by one of the persons provided that the claimant identifies the persons whose meals have been covered.

Non-Reimbursable Personal Expenses

16. The following are considered personal expenses and are not reimbursable:
 - (1) personal entertainment
 - (2) car rental, toll fees, traffic fines
 - (3) excess/overweight baggage charges
 - (4) personal life insurance or trip cancellation insurance
 - (5) laundry or dry-cleaning
 - (6) internet charges
 - (7) all expenses related to a companion
 - (8) change fees for bookings for personal reasons

Expense Claims

17. Persons shall submit Travel Expense Claims to the General Council Office within 30 days of completing their travel, together with required receipts, a record of kilometres travelled by private vehicle, and any other detailed information which a signing officer may require to determine that the expenses were reasonable.
18. Persons submitting expense claims electronically must either scan the related receipts and include them in the electronic submission or otherwise ensure the receipts are delivered to the General Council Office as soon as possible.
19. To obtain reimbursement a person must submit receipts for the following expenses:
 - (1) travel by commercial carrier unless purchased or provided by the Church or another third party
 - (2) taxi fares

- (3) parking charges in excess of \$5.00
- (4) accommodation if staying with friends or family instead of at the meeting site
- (5) accommodation at a commercial establishment instead of at the meeting site

20. Circumstances may result in your inability to attend as planned. In the event you have been reimbursed for planned travel expense and do not travel, you must cancel the booking and arrange prompt repayment to the General Council of your expense claim.

Exceptions

21. All exceptions to this policy must be approved prior to the travel beginning by staff from the Office of the Moderator and General Secretary.

Schedule

Use of Private Vehicle

\$0.39 per kilometre

Hospitality Rate

\$25.00 per night to a maximum of \$100.00 for your host for home stays

Goods and Services Tax (GST)

Attach the original receipts for travel and accommodation expenses claimed which indicate GST paid and the GST number of the business/vendor. The United Church of Canada can claim the Goods and Services Tax rebate only where original receipts are provided. These are also used for audit purposes.