

POLICY No. 32

TRAVEL EXPENSES

1. Term definitions

Travel expenses: costs associated with the operation of a motor vehicle incurred by its use for added travel for pastoral or diocesan work.

2. Intent of the directive

To provide suitable compensation for those who use their vehicles for their work or ministry as a cleric, representative or employee of the parish or diocese.

3. Policy

- a. Any priest, deacon or lay person who travels for employment purposes to attend to the regular course of his or her duties is to be compensated. (Appendix X) Specifically excluded is travel from the principal residence/rectory to and from the parish.

This compensation includes all pastoral services provided (i.e. hospital visits, long-term care facility visits, school visits, parish meetings, bank deposits, parish supply procurements, etc.). This policy excludes all personal travel.

When the Bishop of another diocese or a Religious Order representative visits their cleric who has a ministry in our Diocese, reimbursement for travel expenses (km only within the diocese) is submitted to the Diocese of Sault Ste. Marie and not to the parish.

As per Canada Revenue Agency (CRA)

- The reimbursement is based only on the number of business kilometers driven in a year.
 - Personal use includes driving between the residence and the regular place of work. (i.e. between the rectory and parish(es)).
- b. No flat-rate allowance is permitted.
 - c. Individuals making claims for travel expenses need to provide vehicle log explanations and number of kilometers recorded as supporting documentation for the reimbursement. CRA requires supporting documentation for all claims of reimbursement for travel expenses.
 - d. The Diocesan Financial Administrator is to pre-approve the use of other modes of transportation for diocesan business. (Airfare, Train, etc...)