

## **Travel Expense Policies**

### **DEC-06-86**

That the travel reimbursement for diocesan meetings, excluding Synods, be paid on the following scale:

- Meals: a maximum of \$10.00 for breakfast, \$15.00 for lunch and \$25.00 for dinner [amended by DEC-08-17 below]
- Hotels: The cost of room at the hotel chosen by the diocese for use by the participants. For hotels en route to or from a meeting there is a \$100 maximum. For accommodation provided by other than established hotels, the diocese shall pay \$20.00 per night.
- Use of automobile at the current diocesan rate
- Airfare, train, taxis, buses, airport taxes and other legitimate expenses: at cost

All expense claims must supported by receipts, except in the case of mileage or private lodging.

### **DEC-99-45**

That reimbursement for travel to Diocesan meetings, not Synod, only be paid to those who attend the complete meetings, unless permission has been granted in advance by the Bishop, or in case of emergency

### **DEC-08-16**

That effective April 1, 2008, the Synod of the Diocese of Quebec raise its rate of compensation for use of personal automobiles from 34 cents per kilometer to \$0.415 per kilometer to reflect the Bank of Canada's published rate of inflation for the period since the rate was last changed as of April 2000. Further that beginning January 1st 2010, and every two years after that, the diocesan rate will be automatically adjusted to reflect the change in the Government of Quebec's reimbursement rate. The DEC can make changes to reflect special circumstances if needed outside of the normal two year cycle.

### **DEC-08-17**

That the breakfast meal reimbursement be set at a maximum of \$15. In addition, there is a new maximum per diem rate of \$55 that can be used, rather than claiming individual meals.