

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-08-17

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.

DEC-09-11

That effective February 1st 2009 the Synod of the Diocese of Quebec lower its rate of compensation for use of personal automobiles from \$0.415 per kilometer to \$0.38 cents per kilometer. This rate will be revised periodically by the D.E.C.