



Travel Reimbursement

The cost of operating a car is subject to fluctuations in operating costs, primarily fuel. The Diocese regularly reviews the travel reimbursement rate by considering the policies of other dioceses, comparable not-for-profit organizations, and the Canada Revenue Agency guidelines.

It is the responsibility of the Churchwardens and clergy to set an appropriate travel reimbursement rate for ministry-related travel for parish travel. Parish circumstances differ significantly throughout the Diocese, whether it is rural, multi-point or urban. These circumstances can mean a difference in reimbursement amounts. The rate should never be lower than the rate set by Diocesan Council which is 52 cents per kilometer for the first 5,000 km and 46 cents per km thereafter. (Effective June 2008).

Travel between home and church is not eligible for reimbursement. A log must be kept for all church related travel and include addresses at the beginning and end of the trip, the total kilometers, and the reason for travel. Expense claim forms must include the same information or have attached a photocopy of the relevant pages of the travel log.

There are tax implications if the reimbursement rate exceeds what is deemed reasonable by the Canada Revenue Agency. If the amount exceeds that rate, the entire allowance will be deemed a taxable benefit, and must be included in one's report of taxable income.

Committee Travel

The Diocesan committee travel rate is 30¢ per kilometer

Travel rates approved by Diocesan Council, June 2008