

GENERAL SYNOD 2019 - TRAVEL EXPENSE POLICY FOR QUALIFIED PERSONS

Travel expenses as defined below apply to delegates and invited partners of General Synod (“*qualified persons*”). General Synod is not responsible for travel expenses of other persons accompanying a qualified person.

All **air** and **train** travel must be booked through **UNIGLOBE The Premiere Travel Group** (UNIGLOBE). Please contact Brinda Banerjea directly: by email at synod@premieregroup.com; or, by calling toll-free at 1-800-267-9372 ext. 4113 or directly at 416-216-0113. In her absence, contact Joelle Grenier at (416) 363-7491 ext. 1038, or 1-800-267-9372 ext. 1038.

1. Travel booked with UNIGLOBE will be paid directly by General Synod and is not to be included on the Travel Expense Form. Travel by **bus** may be booked independently subject to the restrictions below.

There are some restrictions on train and bus travel. General Synod will pay the lesser of train, bus, or economy airfare. For example, should train fare be higher than economy airfare, delegates will be advised of the difference in cost by UNIGLOBE and, should travel by train be chosen, delegates will be invoiced by General Synod for the cost difference. Bus travel is to be booked directly by delegates and if the cost is higher than economy airfare, delegates will be reimbursed for the equivalent of economy airfare.

Qualified persons, who are driving, see Sections 2, 3, and 4 below.

2. Qualified persons within a reasonable driving distance who drive to Vancouver, BC, will be reimbursed a mileage allowance at the rate of .40¢ per km. Mileage allowance is reimbursed only to the driver; meals en route will be reimbursed for the driver and passengers who are qualified persons (also see Section 3). Carpooling is encouraged.

Other qualified persons, who prefer to drive, will receive the lesser of economy airfare (as determined by UNIGLOBE) or the mileage rate of .40¢ per km.

Parking fees along the route will **not** be reimbursed by the General Synod.

3. The General Synod will pay travel expenses for one return trip to Vancouver. It will not pay travel expenses for clergy or others traveling to their parishes or homes during the General Synod.
4. Amounts indicated here for meals are suggested maximums and **apply only** when extended travel time, or the timing of connecting flights necessitates. (B=\$10.00; L=\$15.00; D=\$20.00). The daily maximum is \$45.00. General Synod will not accept charges for alcohol.
5. Breakfasts are not part of the meal plan during the meeting. General Synod will reimburse a maximum of \$15.00 per day for July 11 to July 16.
6. Travel health insurance is not reimbursed by General Synod; however, it is recommended that you review your province’s policies regarding out-of-province medical coverage.
7. **Receipts must be provided for ALL expenses other than mileage allowance, and are due by July 31, 2019.**

Travel Expense Form



For use by General Synod Members and Authorized Persons Only

Please read the Travel Expense Policy before completing this form. Some limitations apply.

I certify that I am a member or an authorized member or partner/guest of General Synod entitled to reimbursement, and that I have incurred the following travel expenses:

	Total Cost	Finance Use Only	
		Federal Rebate	Provincial Rebate
By car _____ km @ .40/km [Sections 2,3,4]	\$		
Bus/Airport Taxi, etc.	\$		
Meals en route (up to \$45 per day)	\$		
Breakfasts at General Synod (up to \$15 per day)	\$		
Hotel (Economy)	\$		
Other	\$		
Total Expenses	\$		

DONATION: If you wish to make a donation to the **General Synod** for any or all of your expenses, please attach a personal cheque for the amount of your donation. A donation receipt will be issued for this amount.

Name: _____
[Please print clearly]

Address: _____

Member of General Synod from the Diocese of: _____

Partner or authorized guest. Specify: _____

Signature: _____ **Date** _____

Make cheque payable to me - OR - Make cheque payable to the Diocese

Please complete this form, attach the required receipts, and deposit it in the designated box, located at the General Synod Information Desk in the Plenary Hall; alternatively, mail to: Shannon Cottrell, Executive Secretary for Governance, Office of the General Secretary, The Anglican Church of Canada, 80 Hayden Street, Toronto, ON M4Y 3G2; OR email scottrell@national.anglican.ca with legible electronic receipts. *Thank you!*

Should further information/clarification be required, contact Shannon Cottrell in the Office of the General Secretary at (416) 924-9199 ext. 334 or scottrell@national.anglican.ca.

For office use only:
Approved: _____ Date: _____ Cheque #: _____

Expenses due by July 31, 2019