

Purpose

To provide fair reimbursement for travel expenses of clergy who use their vehicles in the course of their ministry.

Policy

1. Effective January 1, 2005, clergy who use their vehicle in the course of their ministry, can receive a monthly vehicle allowance, determined on the basis of the previous three (3) year average of ministry related travel, according to the following scale:

<u>Travel Average</u>	<u>Monthly Allowance</u>
1 - 5,000 km	\$200.00
5,001 - 10,000	\$175.00
10,001 - 15,000	\$150.00
15,001 - 20,000	\$125.00
20,001 - 25,000	\$100.00
25,001 - 30,000	\$ 75.00
30,001 and up	\$ 50.00

2. In addition, clergy will be reimbursed for ministry related travel at the rate of **\$0.40** per kilometer up to a maximum level of the previous three (3) years average as above. Ministry related travel beyond this level will be reimbursed at the rate of \$0.22 per kilometer. Per kilometer rates of reimbursement will be reviewed each year. Clergy using the per kilometer rate only do not have to deduct CPP, EI, or Income Tax. **However, those using the allowance and per kilometer rate will be taxed on both portions**
3. Travel eligible for the reimbursement would include all ministry related travel (including Deanery travel), with the exception of travel for which clergy have been otherwise reimbursed. Reimbursement for travel for relief ministry and for diocesan purposes will be according to present policy. Travel from home to the principal office, or to the parish in cases where the clergy reside outside the parish, and return, will not normally be eligible for reimbursement.
4. The total amount of the vehicle allowance and the travel reimbursement will be paid on a monthly basis but **only upon submission of a detailed travel log and a proper travel claim form.** The required deductions for CPP, EI and Income Tax will be withheld.
5. Clergy will also be reimbursed annually, upon receipt of proper documentation, for any extra auto insurance premium related to the use of their vehicle for ministry purposes.

6. When the total annual amount paid for travel allowance and reimbursement exceeds \$9,000.00, a parish shall be eligible to apply to the Diocese for a Diocesan subsidy for the excess amount. This ceiling for eligibility may be changed from time to time by the Synod executive.
7. Clergy should endeavour at all times to perform their ministry in such a way as to ensure that vehicle expenses are minimized.
8. **Clergy, upon written notification to the Synod Office, will have the option of not receiving the monthly allowance portion.**

Travel verification Form: F - 8

**DIOCESE OF WESTERN NEWFOUNDLAND  
TRAVEL VERIFICATION FORM**

**F-8**

**PARISH OF** \_\_\_\_\_

**NAME** \_\_\_\_\_

**This is to certify that for the month of \_\_\_\_\_ I travelled a total of \_\_\_\_\_ kilometres in the performance of my duties.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Vehicle:** \_\_\_\_\_ kms. @ 0.40 per km. \$ \_\_\_\_\_

**(Please return this form with you travel log to your parish treasurer.)**

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