

GENERAL SYNOD 2010
MEMBERS' TRAVEL EXPENSE REIMBURSEMENT POLICY

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

1. All air and train travel must be booked through UNIGLOBE ENTERPRISE TRAVEL. Travel booked with UNIGLOBE will be paid directly by General Synod and should not be included on the Travel Expense Form.

There are some restrictions on train travel. General Synod will pay the lesser of train fare or economy air fare. Should train fare be higher than economy air fare, delegates will be advised of the difference in cost by UNIGLOBE and, should they choose to travel by train, will be invoiced by General Synod for the difference.

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

2. Qualified persons within a reasonable driving distance, who drive to Halifax for General Synod, will be reimbursed a mileage allowance at the rate of 40¢ per km. The mileage allowance is paid only to the driver; meals en route are paid 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 is available at the University and will be paid for by the General Synod.

3. The General Synod will pay travel expenses for one return trip to Halifax. It will not pay travel expenses for clergy or others returning to their parishes or homes during Synod.
4. Amounts indicated for meals are suggested maximums and apply only when extended travel time, or the timing of connecting flights necessitates.
5. **Receipts must be provided for ALL expenses other than mileage allowance.**

**The Anglican Church of Canada
General Synod, Halifax, Nova Scotia, June 3 – 11, 2010**

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

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

*Note: Receipts are required for **ALL** expenses other than mileage allowance.*

	<u>TOTAL AMOUNT</u>
By car _____ kms @ 40¢ km [Sections 2, 3, 4]	\$ _____
Meals en route [maximum \$35 day]	\$ _____
Hotel en route [economy only, please]	\$ _____
Airport Tax / Bus / Taxi / Parking, etc.	\$ _____
TOTAL EXPENSES SUBMITTED FOR REIMBURSEMENT:	\$ _____

Name: _____ [please print]

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 or mail it to:

Dianne Izzard, Office of the General Secretary, The Anglican Church of Canada,
80 Hayden Street, Toronto, ON M4Y 3G2.

Thank you.

Should further information/clarification be required, contact Dianne Izzard, Office of the General Secretary
Email: dizzard@national.anglican.ca or Michèle George, General Synod Treasurer, Email: mgeorge@national.anglican.ca.

For office use only:

Approved: _____ **Date:** _____ **Ck. #** _____