

GENERAL SYNOD 2007 TRAVEL EXPENSE REIMBURSEMENT POLICY

1. Air, rail and bus travel, booked through UNIGLOBE ENTERPRISE TRAVEL, has been paid for by General Synod and should not be included on the Travel Expense Form. *(For members who are driving, see Sections 2, 3, and 4 below).*

2. Delegates within a reasonable driving distance, who drive to Winnipeg for General Synod, will be reimbursed at the rate of 40¢ per km. Mileage is paid only to the driver; meals en route to the driver and passengers who are also members of General Synod (also see Section 3). Carpooling is encouraged.

Other delegates, 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 both the official hotels and will be paid for by the General Synod.

3. The General Synod will pay travel expenses for one return trip to Winnipeg. 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. These are not entitlements and receipts are required.

5. **Please provide receipts for ALL expenses other than mileage allowance.**

Thank you.