

**Synod of Alberta and the Territories
Travel Expense Policy**

- a) This policy is intended to encourage the most economical means of travel on Synod affairs while balancing the practical aspects of travel needs. This policy shall apply to Synod staff and members of Synod council, conference deans and Synod committee members (for purposes of this policy, members of Synod council, conference deans and committee members are considered to be staff).
- b) Where travel for Synod affairs is required, staff is encouraged to rent vehicles if the total expected length of the trip is more than 300 km. For trips of less than 300 km staff may use their own vehicle and will be reimbursed at a rate set in the annual Synod budget.
- c) Carpooling is encouraged in all instances of travel regardless of distance.
- d) Reimbursement for travel will be cost of the actual rental of an intermediate (mid-size) car plus out-of-pocket expenses (fuel, parking at the rental location, taxi to the rental location, etc.) in cases of 3 or fewer people travelling together. Where more than 3 people are travelling then cost of a larger car or van will be permitted. Receipts are required to support all expenses.
- e) In cases where the total trip is more than 300 km in length, and the individual chooses to use their own vehicle, reimbursement will be limited to equivalent cost of car rental plus the greater of \$.12 per kilometer or actual out-of-pocket expenses when an individual travels alone. For each additional individual travelling an additional \$.02 per kilometer will be allowed when calculating the eligible reimbursement.
- f) In cases where the total trip is more than 600 km in length, reimbursement will be limited to the lesser of:
 - the amount as calculated under paragraph (e); and
 - the cost of return economy airfare to the destination(s)

Approved: March 28, 2014