



EASTERN SYNOD of the
Evangelical Lutheran Church in Canada

SYNOD ASSEMBLY TRAVEL POLICY

Synod will pay travel expenses for assembly delegates, subject to the following:

1. In order to receive reimbursement, a delegate must complete and sign a "Delegate Expense Report". It is assumed that delegates will attend every session of the assembly.
2. Receipts for all expenses (except mileage) must be included when submitting the "Delegate Expense Report".
3. Normally, delegates are expected to travel by automobile. Delegates are encouraged to car pool if at all possible. This is good fiscal and environmental stewardship. Air, train or bus travel must be approved in advance by the convention manager.
4. A delegate's automobile travel expenses will be reimbursed for a maximum of one round air trip between the delegate's home and assembly site. (See amount restriction in #6 below).
5. Automobile travel will be reimbursed at the rate of \$0.12/km for the first delegate, and an additional \$0.06/km for each additional delegate. In no case will the amount paid for automobile travel exceed the amount that would be paid for air fare. Since the congregation is responsible for accommodation expenses, if the delegate chooses to return home each day, remuneration for the additional travel must be negotiated between the delegate and congregation. In order to reduce administrative expenses associated with issuing cheques for small amounts, delegates are encouraged not to submit expense claims totaling \$15.00 or less.
6. The amount paid for approved air travel will not normally exceed the least expensive fare that is available three months prior to the assembly. The congregation or delegate will be expected to pay any difference. Travel between home and the terminal (air, train or bus) and between the terminal and assembly site is eligible for reimbursement. Delegates arriving by air, train or bus are expected to arrange for the least expensive travel alternatives, including the use of any air and ground transportation that may be arranged by the assembly planning committee.
7. A cheque for claimed expenses will be mailed to the delegate 3-4 weeks following the assembly. If the delegate wishes to donate the expenses to the synod and receive a receipt, an expense form must be completed. A cheque will be mailed, at which time the delegate may send a cheque for the same amount back to the synod.

Excerpt From:

Finance & Personnel Policy Manual