FP-10 TRAVEL EXPENSES

The policy applies to employees and members of the congregation who are eligible to participate in a cheque exchange or reimbursement for travel expenses. In cases of a cheque exchange, reimbursement for expenses will take place *after* the donation of the same amount has been received.

Expense claims with original receipts and donations will be submitted within 30 days of return from travel to qualify for reimbursement. Travel expense forms will be used for expense claims and amounts will be expressed in Canadian dollars.

Travel must be related to FirstU activities and approved by the Finance Manager, the Minister or the Board of Directors.

As per the Board of Directors, the following expenses are eligible for reimbursement:

1. REGISTRATION FEES
2. TRANSPORTATION:
    a. Vehicle – direct route calculations on kilometers will be reimbursed at the current CRA guideline rate. Receipts required for parking and tolls.
    b. Public transportation (bus, train, taxi) actual cost will be reimbursed with receipts.
    c. Air Travel – Reimbursement will be based on the actual or economy fare, whichever is the lesser amount. Receipts required.
3. ACCOMMODATION:
    a. Public accommodations will be reimbursed at the actual cost with receipts.
    b. Private accommodations will be reimbursed for a modest thank you.
4. MEALS:
    One of the following methods will be used for reimbursement of meals:
    a. Daily meal rates or partial day meal rates – receipts required
    b. Actual costs – receipts required. (beer, wine, liquor not included)
5. CHILD CARE:
    - Receipts required.
6. OTHER EXPENSES:
    - Request for all other reasonable expenses will be taken into consideration. Receipts required if available.

Rewritten by: Finance Committee 2023

DATE OF BOARD APPROVAL: February 2024

REVISION HISTORY

Revision Date	**Version**	**Comment**