

The Synod of the Ecclesiastical Province of Canada

Travel Policy

1. Travel expenses as defined below apply to members and invited partners (“*qualified persons*”) to various Province Synod events such as the Synod, Provincial Council, and House of Bishops. The Synod is not responsible for travel expenses of other persons accompanying a qualified person.
2. The Provincial Synod will pay travel expenses for one return trip to the event.
3. If flying, the Provincial Synod will pay an air transportation claim up to the cost of an economy airplane ticket.
4. If driving, the Provincial Synod will reimburse a mileage claim up to the cost of an economy airplane ticket.
5. Qualified persons, who are driving to the event, will be reimbursed a mileage allowance at the rate of 53¢ 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. Carpooling is encouraged.
6. Elections, Consecrations and Installations. Who is required to attend and who will be reimbursed?
 - a. Elections – The Metropolitan, or Bishop designated by the Metropolitan, is the only one who is required to attend and will be reimbursed accordingly.
 - b. Consecrations – The Bishops of the Province are expected to attend. The Province will pay travel expenses for one return trip to the consecration for each of the Bishops. The Host Diocese is expected to provide their on-site meals and accommodations.
 - c. Installations – The Metropolitan, or Bishop designated by the Metropolitan, may attend and will be reimbursed accordingly.
 - d. It should be noted that all qualified Provincial Synod members and invited guests are welcome to attend but will not be reimbursed for their travel, meals or accommodations.
 - e. There will be exceptions. Any exception to the policy requires the approval of the Metropolitan.
7. Receipts must be provided for ALL expenses other than the mileage allowance and meals.