



EVANGELICAL LUTHERAN CHURCH IN CANADA
Policy for Reimbursement of Expenses for ELCIC Purposes

Approved by NCC: September 5, 2014
Reviewed by Finance Committee: September 4, 2014

Management is responsible for developing and managing budgets. When requesting reimbursement of expenses incurred on behalf of the ELCIC, the expense report must be authorized by the manager responsible for the expenditure area. The budget should be established based upon known or best estimates of travel requirements in the coming year. An agenda of the travel should be submitted to the manager responsible for the expenditure area at the beginning of the year. Any changes must be authorized prior to expenses being incurred.

The expense report submitted for reimbursement must include the following information:

- Name and mailing address of the person claiming reimbursement
- Name and dates of event attended, or the purpose and dates of travel
- If a non-ELCIC event, the name of other ELCIC-sponsored attendees should be listed
- Receipts for all expenditures.

The following authorized expenses will be reimbursed upon submission of receipts:

- **Airfare:** the best available economy fare and agency service fee not to include travel luxuries such as seat selection fees or over the limit baggage fees. Travelers are expected to choose the airline offering the best fare where a choice is available. Travelers should use their discretion if choosing the best fare incurs additional costs such as overnight hotels, additional meals etc.
- **Mileage:** authorized mileage will be reimbursed at 80% of the Treasury Board rate. Department of Finance and Administration (DFA) will adjust rates annually as part of the normal budget process.
- **Mileage for the National Convention:** authorized mileage rate will be 50% of the ELCIC authorized mileage rate for the year up to the equivalent cost of an air ticket based on the excursion rate approved for the convention plus an additional \$0.03 per kilometer per additional delegate in the vehicle.
- **Car rentals:** Car rentals will be reimbursed only if necessary and less costly than using taxis; reason for necessity must be noted;
- **Transportation to and from the airport:** Taxi or shuttle service or mileage and airport parking if less expensive;
- **Meals:** guidelines for specific meals are \$15 for breakfast, \$20 for lunch and \$30 for dinner. If purchasing meals for others, the names of the other people and the reason for purchasing the meal must be noted on the back of the receipt;
- **Phone calls:** made in the course of ELCIC business.

The ELCIC will not be responsible for personal or incidental expenses such as but not limited to personal phone calls, laundry, newspapers, etc. No reimbursement will be made for alcoholic beverages.

Mileage Rates for 2014 (based on Oct. 1, 2013 Federal Treasury Board Travel Directives)

General Travel – 40 cents/km
Convention Delegate Travel – 20 cents/km