

# BC Conference 85<sup>th</sup> General Meeting Travel Claim Form

Submit this completed form to the Travel Clerk no later than **7:00 PM on Friday, May 26, 2017**. All expenses for voting delegate passengers are to be submitted by the Driver only.

Please select one:

- I would like my travel claim cheque issued to me by Saturday, May 27, before I leave.
- My travel claim cheque can be issued to me within two weeks following the General Meeting.
- I would like to donate all or a portion of this travel claim to BC Conference and receive a tax receipt:
  - All of my travel claim
  - The amount of \$ \_\_\_\_\_

Table: \_\_\_\_\_ Presbytery: \_\_\_\_\_

## Contact Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Pastoral Charge: \_\_\_\_\_

**Please attach all original receipts. BC Conference will prepare the calculations.**

## Travel Information

I got here by (please check all that apply):  Plane  Bus  Ferry  Other

Total cost of my transportation expenses: \$ \_\_\_\_\_

Total kilometres traveled to and from General Meeting: \_\_\_\_\_ km

I brought the following voting delegates with me as passengers:

_____	_____	_____	_____
Name	Name	Name	Name

I will be going home the same way, with the same number of passengers.

I will be going home a different way or with a different number of passengers for the following reason:  
\_\_\_\_\_

I drove over 750 km to attend the General Meeting and stayed in accommodation en route costing a total of \$ \_\_\_\_\_ (please attach **ORIGINAL RECEIPT**)

I drove over 500 km to attend the General Meeting and incurred meal costs totalling: \$ \_\_\_\_\_ (please attach **ORIGINAL RECEIPT**)

I have provided further information on a separate sheet of paper.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# BC CONFERENCE 85<sup>th</sup> GENERAL MEETING TRAVEL POLICY

*To be completed at the General Meeting – Please bring it with you!*

*Answer all questions as accurately as possible.*

The following travel policy will be applied to calculate travel expense reimbursements from BC Conference for the General Meeting. This policy supersedes the normal Conference travel policy in order to minimize allocations from Presbyteries and the overall cost of running the General Meeting.

1. Travel expenses for the General Meeting will be reimbursed for **voting delegates only**. Travel costs for non-voting delegates will not be reimbursed.
2. Travel expenses **will not** be reimbursed for participants of the Children at Conference program. It is the responsibility of the Presbytery or Congregation sending children to pay for their travel expenses.
3. Travel expenses **will** be reimbursed for voting delegates at the Youth at Conference program. Travel expenses for **non-voting delegates** at Youth at Conference will be the responsibility of their Presbytery or Congregation.
4. Compensation for mileage will be provided to voting delegate drivers at 30 cents per kilometre. An additional 3 cents per kilometre will be added for each additional voting delegate passenger. The first 50 km of mileage will not be compensated.
5. The cost of bringing a vehicle on the ferry can be claimed for reimbursement so long as three (3) or more voting delegates travel in the vehicle.
6. All receipts detailing GST amounts should be attached securely to your travel claim form. This is to ensure BC Conference can claim a portion of the total GST from the Canada Revenue Agency.
7. BC Conference reimburses travel expenses at the **lowest cost option**, given consideration for all circumstances. For example, if airfare for a two-hour flight option is claimed but a longer journey by bus requiring meals is less costly, BC Conference will reimburse the lower cost amount, that is, the bus and food option. (If in doubt about what expense combination will be reimbursed, please email Katie Purych, [kpurych@bc.united-church.ca](mailto:kpurych@bc.united-church.ca)). **Please book your travel well in advance to ensure availability and reasonable cost. It is everyone's responsibility to spend wisely.**
8. Meal expenses for voting delegates travelling over 500 km one way will be reimbursed actual costs to a maximum of \$10.00 for breakfast, \$15.00 for lunch and \$25.00 for dinner, up to a maximum of \$50.00 per day. Receipts must be provided to be reimbursed. Cost of alcoholic beverages will **not** be reimbursed.
9. Accommodation for voting delegates travelling over 750 km one way will be reimbursed up to a maximum of \$95.00 plus tax per night. Original receipts must be attached to the travel claim form.
10. Tax receipts can be issued to voting delegates who wish to donate all or part of their eligible travel expenses to BC Conference.
11. Parking expenses **will not** be reimbursed in any situation including parking at your hotel or at UBC.