



BC Conference 84th General Meeting Travel Claim

Submit the completed claim form to the Travel Clerk no later than 7 pm on Friday June 1, 2018

All expenses for delegate passengers are to be submitted by the Driver only.

- I would like my travel claim cheque issued to me before I leave the General Meeting (by Saturday)
- The issuing of my travel claim cheque can happen within the two weeks following the General Meeting
- I would like to donate all or the following amount of this travel claim for a tax receipt: \$_____

Table Number: _____ Presbytery: _____

- I attended the following Pre-Conference Meeting: _____

Contact Information:

Last Name: _____ First Name: _____

Mailing Address: _____

Cell Phone: _____ Email: _____

Pastoral Charge: _____

Please attach all original receipts – we will do the calculations

Travel Information

I got here by: Plane Bus Ferry Other: _____ and it cost me \$_____

Total kilometers traveled to and from General Meeting: _____

- I brought the following voting delegates with me as passengers:

Delegate's Name Delegate's Name Delegate's Name Delegate's Name

- I will be going home the same way with the same number of passengers!
- I will be going home a different way / with a different number of passengers for the following reason:
- I traveled over 750 km by automobile to Conference and stayed in accommodation enroute costing \$_____ (please attach **ORIGINAL RECEIPT**)
- I traveled over 750 km by automobile to Conference and have the following meal costs: \$_____ (please attach **ORIGINAL RECEIPT**)

- There is further information included on a separate sheet of paper

Signature

Date

BC CONFERENCE 84th GENERAL MEETING TRAVEL POLICY
(To be completed at the General Meeting – please bring it with you)
Please answer all the questions as accurately as possible.

In order to keep the costs of the General Meeting and, therefore, allocations from presbyteries, as low as possible, the following General Meeting travel policy will be applied for the calculation of travel reimbursements. This policy supersedes the normal Conference travel policy.

- 1 The cost of bringing a vehicle on the ferry can be claimed as long as there are at least **3 voting delegates** in the vehicle.
- 2 Compensation of mileage for the car and delegate driver will be calculated at 30 cents per km. An additional 3 cents will be added for each additional **Voting Delegate** passenger. **The first 50 km do not count.**
- 3 Local taxis can only be claimed if **voting delegates** are sharing a taxi together (minimum 3 delegates). Airport limousines and rental car expenses **CANNOT** be claimed.
- 4 This is a billeted conference. It is the responsibility of the billet/local arrangement to provide transportation to and from the meeting site. No transportation to and from billets may be claimed. Those not using billets cannot claim mileage or transportation costs to and from accommodations.
- 5 BC Conference claims a portion of the GST back from Canada Revenue Agency; all receipts that show GST amounts should be attached securely to the travel form.
- 6 BC Conference pays the lowest cost of public transportation given consideration for all circumstances. For example, if plane fare is claimed, but bus and meals are less costly, we will only credit the lower cost amount of the bus and food. (If in doubt email ntang@bc.united-church.ca)
- 7 Travel will not be reimbursed for Children at Conference. It is the responsibility of the Presbytery or Congregation sending the Children to pick-up travel expenses.
- 8 Travel for voting Youth at Conference delegates will be paid. Travel for non-voting Youth at Conference will be the responsibility of Presbytery or their Congregation.
- 9 Meals for those travelling by automobile over 750km will be reimbursed at Breakfast - \$10, Lunch - \$15, Dinner - \$20 up to a maximum of \$45 per day. Receipts must be provided. There is no reimbursement for **alcoholic beverages.**
- 10 Accommodation for delegates traveling by automobile over 750km will be reimbursed at up to a maximum of \$95.00 per night. (Original receipts must be attached.)
- 11 Tax Receipts can be given to those who want to donate all or part of their travel back to the Conference.