

## The Mennonite Brethren Church of Manitoba Travel and Related Expenses Policy

- a) For purposes of this policy, use of the word “staff” covers anyone doing the business of the Conference, whether or not they are an employee of the Conference.
- b) The Conference will reimburse for the use of personal vehicles and related travel expenses (meals, accommodation) for Conference purposes.
- c) Reimbursement rates, as determined from time to time by the Audit & Finance Committee, will apply. The effective rate at the time of this revision is \$0.40/km.
- d) Requests for reimbursement must be supported with receipts (original preferred, copies if necessary) and details of expenses (i.e. mileage log). These should be submitted on a monthly basis. Expense reports must be approved by the Executive Committee (or designate) and submitted to the Conference Administrator
- e) In some cases, staff may choose to travel by a mode of transportation other than that which would be normal in that situation. In such cases, staff will be reimbursed for actual costs to a maximum of the cheapest travel rates available by other commercial travel modes.
- f) When staff choose to travel by automobile when such travel would otherwise occur by air, the Conference will reimburse staff for vehicle costs at Conference rates, plus
  - Incidental travel costs (actual), plus
  - Hotel costs en route, plus
  - Food costs en route
  - to a maximum of the equivalent of the cheapest airfare then available to the destination.
- g) When staff choose to travel by personal automobile where rental vehicles are available, the Conference will reimburse staff at the approved mileage rates and, the lower of the CDW insurance offered by the rental company or the optional MPIC coverage, to a maximum of the cost that would otherwise be incurred for vehicle rental.
- h) Employees are responsible for understanding the liabilities involved in renting vehicles. The Conference does cover all the costs related to ensuring the fullest coverage is placed on rental vehicles for travel within Manitoba. The Conference does not accept liability for costs incurred due to placement of inadequate coverage. Any accident must be reported to the Conference and the authorities within 48 hours.