

## TRAVELLING EXPENSES

- 12.1.8 The Presbytery shall include in its Annual Budget (which is incorporated within the Synod Mission and Service Fund) a provision for the reimbursement for the travelling expenses incurred in respect of:
- a. Attendance of representatives from each Congregation at authorised meetings of the Presbytery.
  - b. Authorised meetings of the following Presbytery or Synod committees:
    - i. Standing Committee;
    - ii. Pastoral Relations Committee/Placements Committee;
    - iii. Any commission, board or other committee that has a direct reporting responsibility to the Presbytery or Synod Standing Committee;
    - iv. Meetings of Mission Network key liaison persons organised by the Presbytery or the Synod;
    - v. Joint Nominating Committees;
    - vi. Such other meetings as may be authorised by the Presbytery, the Synod or the Standing Committee from time to time.
- 12.1.9
- a. The rate of reimbursement, shall be at the relevant rate (that is, according to membership or otherwise of the motor vehicle leasing scheme) approved by the Synod each year for “running costs” for “Ministers of the Word, Deacons, Deaconesses, Lay Pastors, Youth Workers or Ministry Interns”.
  - b. The first hundred and fifty (150) kilometres of travel incurred for any member attending meetings of the Presbytery and Synod pursuant to by-law 12.1.6 b. shall **NOT** be subject to reimbursement.
  - c. Travel for a Minister for the purpose of placement conversation, where the distance travelled is greater than one hundred (100) kilometres, shall have half the cost met by the Travel Equalisation Fund and half by the calling congregation. The cost of travel that is less than one hundred (100) kilometres, shall be met by the calling congregation. (Placements Handbook 10.2.11).
  - d. With respect to representatives from Kangaroo Island attending Presbytery meetings provision shall be made within the Presbytery Budget for reimbursement of economy air fares.
  - e. Each congregation shall ensure that arrangements for authorised travel are made on the most economical basis.
  - f. Only claims (by individuals or congregations) that are submitted within three months from the date of travel will be reimbursed.