

## TRAVELLING EXPENSES (from Synod By-Laws)

- 12.1.9 The Synod 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 Synod. .
  - b. Authorised meetings of the following Synod committees:
    - i. Synod Standing Committee;
    - ii. Placements Committee;
    - iii. Any commission, board or other committee that has a direct reporting responsibility to the Synod Standing Committee;
    - iv. Authorised meetings of Presbytery Officers and Synod Officers  
Such other meetings as may be authorised by the, the Synod or the Synod Standing Committee from time to time.
- 12.1.10
- a. The rate of reimbursement, shall be at the relevant rate approved by the Synod each year in Ministers Stipend, Allowances & Charges Schedule for "Travelling Own vehicle( Stipends Schedule A.9) or Travelling leased vehicle( Stipends Schedule A.10)
  - b. The first hundred and fifty (150) kilometres of travel incurred for any member attending meetings of the Synod pursuant to by-law 12.1.9 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 Synod meetings provision shall be made within the Synod 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.