

Travel and Accommodation Reimbursement

Synod members are required to arrange their own travel and accommodation. If required members can claim reimbursement as per Synod By law 12.1.9 and 12.1.10

- 12.1.9 *The Synod Travel equalisation fund shall make provision for reimbursement or payment of travelling and accommodation expenses incurred in respect of:*
- a. *Attendance of representatives from each Congregation at authorised meetings of the Synod.*
- 12.1.10 a. *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. *With respect to representatives from Kangaroo Island, the Eyre Peninsula or those whose travel by vehicle would be further than 150kms one way, attending Synod or Synod Committee meetings, provision shall be made for reimbursement of economy air fares or ferry costs from the travel equalisation fund.*
- d. *At the discretion of the Secretariat, provision shall be made from the travel equalisation fund to reimburse accommodation costs of up to \$150 per night for members attending Synod Meetings or Committees, and whose travel is greater than 150km one way from the location of the authorised meeting and where alternative accommodation is unavailable.*
- e. *Each member shall ensure that arrangements for authorised travel and accommodation 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.*