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TRAVEL EXPENSES

BACKGROUND:

The cost of attendance at official functions as a representative of the Parish may be borne by the Parish, and should not be a factor in consideration by people as to whether they might be able to serve the Parish.

POLICY/PROCEDURE:

1. Reasonable travel expenses may be reimbursed for:
 - a. Members of the Vestry attending the annual Vestry weekend.
 - b. Members of the Parish attending Diocesan Convention or other meetings as official delegates from St. Stephen's.
2. Reasonable travel expenses may include transportation, lodging, meals, and fees. Travelers are encouraged to use the minimum number of vehicles when groups are traveling.
3. Transportation expenses are reimbursed on a cost per mile basis using the rates paid under the current Diocesan guideline.
4. Travel expenses for spouses are not reimbursed.
5. Travel expenses are not reimbursed if reimbursement from other sources has been obtained.
6. Travel expense for lay travel are budgeted and accounted for under the appropriate budget line item.