MINISTER’S CONFERENCE REIMBURSEMENT FORM (rev July 2016)

**The Free Methodist Church in Canada**

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NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Date Incurred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***TRANSPORTATION:*** (***see subsidization policy on pg 2)***

 ***From****: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Choose only ONE option for driving expenses:***

***( ) DRIVING:***

1. ***For mileage up to 500 kms for a round trip:***

***# of kilometers (max 500 kms) \_\_\_\_\_\_\_\_@42 cents/km = Option A TOTAL: $ \_\_\_\_\_\_\_\_\_\_\_\_***

***OR***

1. ***Mileage for over 500 kms round trip:***

*(If a personal vehicle is used, the lesser of mileage*

*(at $.42/km) or $45/day (the estimated daily rental*

*equivalent) plus actual fuel purchased for the round trip*

*will be reimbursed)* **OR**

**Car rental cost (or $45.00 car rental equivalency) x 3 days = $ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cost of Gas for rental or personal vehicle (attach receipts) + $ \_\_\_\_\_\_\_\_\_\_\_\_\_**

***Option B* TOTAL: $ \_\_\_\_\_\_\_\_\_\_\_\_**

 ***( ) PARKING / TOLLS* $ \_\_\_\_\_\_\_\_\_\_\_\_**

***( ) PLANE (economy)* $ \_\_\_\_\_\_\_\_\_\_\_\_**

 ***Subtotal: $ \_\_\_\_\_\_\_\_\_\_\_\_***

##  Less Local Church portion (see #1 & 3 on pg 2) = $ - 150.00

##

##  Subsidy Request $ \_\_\_\_\_\_\_\_\_\_

## PLEASE ATTACH ORIGINAL RECEIPTS (must show HST/GST amounts)

***\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\****

*Signed: Date:*

 *Approved: Date:*

***( ) Please consider this a donation and issue me a receipt***

**POLICY FOR SUBSIDIZATION OF PASTORS TRAVELLING FROM A DISTANCE – SEE PAGE 2**

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| --- |
| **POLICY FOR SUBSIDIZATION OF PASTORS TRAVELLING FROM A DISTANCE**The FMCIC is pleased to be able to help pastors traveling from a distance to be able to attend a Minister’s Conference by partnering with the local church to pay for travel expenses. This program is available to all appointed (and supplying) pastors according to the following criteria:Assumptions1. Whenever economically feasible, air travel is encouraged to save time and energy.
2. Air travel arrangements should try to access economy rates by use of advance booking, seat sales, etc.
3. Subsidization is to enable travel to the nearest location of the event by the most direct route.
4. Subsidy is paid on the basis of properly submitted claims verified by receipts. Because “seat sale” type tickets must be booked and paid for in advance of travel, subsidies will be paid as soon as properly submitted claims are received.
5. If car travel is subsidized, carpooling is expected (see #3 below).

Policy: The FMCIC will pay to subsidize the travel of a pastor to a FMCIC-sponsored event on the following basis:The local church pays or reimburses the pastor up to the first $150 of his/her travel costs. (This would be toward an economy class ticket for plane/bus/train or carpooling with mileage paid [see above].)1. Upon receiving a properly supported claim for expenses, the FMCIC will reimburse the pastor/church for up to an ADDITIONAL $375. Additional subsidy for travel arrangements in excess of a TOTAL of $525 must be approved on a case by case basis by the Bishop or Director of Personnel.
2. When carpooling, the total mileage expense is divided equally by the number of people in the car (including the driver) and the resulting amount (up to $150 per person) is what each person in the car pays to the driver on behalf of their local church. That amount is then reimbursed to each pastor by his/her local church. [For example; 4 people in the car from 4 different churches driving 750 kms return. Total travel costs would be the actual cost of a rental vehicle or $45 (rental car equivalency if driving a personal car) x 3 days + approximately $75 gas = $210. Divide total travel costs of $210 by 4 = $52.50 paid to the driver by each person in the car and then reimbursed by each person’s local church.] The driver may apply for a subsidy for any mileage expenses that exceed the total amount received from the carpool participants, according to #2 above (listing the names of the other participants in the carpool).
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