



# The Free Methodist Church in Canada

4315 Village Centre Court, Mississauga, Ontario L4Z 1S2

Tel: (905) 848-2600 - Fax: (905) 848-2603

Email: [info@fmcic.ca](mailto:info@fmcic.ca) - Website: <http://www.fmcic.ca>

## MINISTER'S CONFERENCE TRAVEL SUBSIDY FORM (rev 2019)

### **FOR PASTORS TRAVELLING FROM A DISTANCE** **SEE DETAILS ON PAGE 2**

**NOTE: PLEASE DO NOT SUBMIT A TRAVEL SUBSIDY FORM IF THE TRAVEL COSTS FOR EACH PASTOR DO NOT EXCEED \$175.**

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

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

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

**TRANSPORTATION:** (see travel subsidy policy details on pg 2)

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

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

( ) **DRIVING:**

A. For travel costs up to 500 kms for a round trip:

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

B. For travel costs 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)

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: \$ \_\_\_\_\_

**OR**

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

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

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

Less Local Church portion PER PASTOR (see #1 & 3 on pg 2) = **\$ - 175.00**

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

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

\*\*\*\*\*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

## TRAVEL SUBSIDY POLICY FOR PASTORS TRAVELLING FROM A DISTANCE

The FMCIC is pleased to provide a subsidy for pastors travelling from a distance to be able to attend a Minister's Conference by partnering with the local church to pay for travel costs. The local church pays up to the first \$175 per pastor for travel costs.

This subsidy program is available to all appointed (and supplying) pastors according to the following criteria:

### *Assumptions*

- a. Whenever economically feasible, air travel is encouraged to save time and energy.
- b. Air travel arrangements should try to access economy rates by use of advance booking, seat sales, etc.
- c. Subsidization is to enable travel to the nearest location of the event by the most direct route.
- d. Subsidy is paid on the basis of properly submitted claims verified by detailed 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.
- e. If car travel is subsidized, carpooling is expected (see #3 below).
- f. The travel subsidy applies only to the cost of travel to and from the Minister's Conference. Costs for accommodations and meals are paid by each pastor and are not included in the travel subsidy program.

*Policy: The FMCIC will pay to subsidize the travel of a pastor to a FMCiC-sponsored event on the following basis:*

1. The local church pays or reimburses each pastor up to the first \$175 of his/her travel costs. (This would be toward an economy class ticket for plane/bus/train or carpooling with travel costs paid [see above].) Please do not submit a subsidy form to the FMCiC if the travel costs for each pastor do not exceed \$175.
2. Upon receiving a properly supported subsidy claim, the FMCIC will reimburse the pastor/church for up to an ADDITIONAL \$375 in travel costs. Additional subsidy for travel arrangements in excess of a TOTAL of \$550 must be approved on a case by case basis by the Bishop or Director of Leadership Development.
3. When carpooling, the total travel cost is divided equally by the number of people in the car (including the driver) and the resulting amount (up to \$175 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 vehicle equivalency if driving a personal car) x 3 days = \$135 + approximately \$90 gas = \$225. Divide total travel costs of \$225 by 4 = \$56.25 to be paid to the driver by each person in the car and then that \$56.25 is reimbursed by each person's local church. The driver may apply for a subsidy for any travel costs that exceed the total amount received from the carpool participants, according to #2 above (listing the names of the other participants in the carpool).