MILEAGE REIMBURSEMENT

1. This policy applies only to driving expenses within the Diocese. For Diocesan business, if your trip requires you to travel out of state by car, or involves meals and lodging or airfare, you must have a trip budget approved by the Diocesan office before you travel, otherwise the Treasurer will not authorize reimbursement.

2. It is assumed that car-pools will be used whenever possible. Please be good stewards and share the cost of travel to and from your meeting site.

3. Clergy who are rectors of parishes should have a travel allowance for their work which includes participation “in the councils of the church.” Therefore, no mileage reimbursement will be given for this group.

4. Clergy who are employed by the Diocese as vicars of missions will have a travel/auto allowance established annually by the Financial Statement of Mission. They will be reimbursed up to the amount allowed at the mileage rate established annually by the Diocese. Any additional auto mileage, up to 20% of the established allowance, will be reimbursed at fifty percent of the mileage rate. Any mileage above that must be approved by the Diocesan office.

5. Lay people, retired, and non-stipendiary clergy who need to make more than a 40 mile round-trip will be reimbursed at the IRS volunteer rate.

6. In the case where a person needs to attend an ongoing class or workshop (e.g. Fresh Start) and the travel costs of attending such an event are prohibitive; please apply to the Bishop for additional assistance.