

## **POLICY 3.5.4    Travel Allowance for Non-Clergy Employees of the Chancery**

1. Unless otherwise provided for by the terms of their employment, non-clergy employees of the Chancery of the Archdiocese who are required to leave their regular place of work or residence for the following reasons:

- a) attendance at archdiocesan committee meetings
- b) attendance at conventions or conferences
- c) attendee at seminars, training sessions or classes
- d) for the performance of duties related to his/her position
- e) for performance of other duties as delegated by the Archdiocese

may choose to claim the following compensation:

- a) \$0.42 per kilometre for the use of a personal vehicle for travelling to and from their destination,
- b) actual costs for flights, bus fare, train fare, and/or taxi fare required to bring the employee to and from his/her destination, with receipts; or
- c) a combination of (a) and (b) above,
- d) parking fees
- e) actual cost of accommodation with receipt, or \$25.00 per day for accommodation without receipt,
- f) a maximum meal allowance as indicated below, during which the employee was absent from his/her regular place of employment or residence:
  - i) \$12.00 for breakfast
  - ii) \$15.00 for lunch
  - iii) \$25.00 for dinner

2. Any authorized work related absence outside of his/her place of employment, the employee shall be considered as being on duty for his/her usual daily hours of work. When an employee is authorised to be absent from her/his regular place of employment during a regular work day, there will be no reduction in pay for that part of the day.
3. When an employee is required in the line of duty to leave his/her regular place of employment on a day which would have been a day of rest, the employee will be allowed a day(s) off with pay equal to the number of days of rest during which he/she was on duty.