Meal and Accommodation Allowance

At the April 2024 presbytery meeting, guidelines for meals and accommodation allowances were approved.

Questions had arisen about travel and meals associated with presbytery events. The guidelines addressed those questions and became part of the Presbytery Care and Resource Committee resource information.

The Presbytery of Calgary-Macleod covers mileage for presbyters who drive to presbytery events. However, mileage does not apply to presbyters who live in Calgary and drive to presbytery events in Calgary. The presbytery mileage rate is set by the Presbytery Care and Resource Committee, using the General Assembly rate under *Minimum Stipend and Allowances Schedule* in the Acts and Proceedings (updated every year).

There are times when presbytery events are later in the day or times when weather conditions worsen during presbytery events. When presbytery events are in the evening and a presbyter cannot arrive home at a decent hour (will arrive after 10 pm) the presbyter is allowed to book a hotel room for the evening. The same applies if the weather has worsened and it is unsafe to drive back home. The presbytery will cover accommodation up to $150 (in the unlikely event that no accommodation is available for $150 or less the presbyter needs to contact the clerk before a booking is made). The receipt for the hotel must be submitted to the clerk for reimbursement.

On some occasions a presbyter might be driving to or from presbytery events during the breakfast, lunch, or dinner hour. For example, an emergent meeting is scheduled for 7 pm and the presbyter lives 2.5 hrs away. As such the presbyter will likely be travelling during dinner and presbyter***y*** will cover the cost of that meal. There is a per diem rate at the following schedule:

- Breakfast $12
- Lunch $20
- Dinner $30

If a presbyter is unsure whether presbytery will cover accommodation, meals, or mileage the presbyter is encouraged to contact the clerk or the convenor of the Presbytery Care and Resource Committee.

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