



THE DIOCESAN SYNOD OF FREDERICTON

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TO: Clergy, Wardens and Treasurers, Diocese of Fredericton

FROM: Vicki Hachey, Diocesan Human Resources Committee
Canon David Kierstead, Acting Diocesan Treasurer

DATE: 26 November 2011

RE: 2012 Reimbursement of Clergy Travel

Reminder: “NEW” Diocese of Fredericton Clergy Travel Reimbursement Effective January 1, 2012

In November 2010 our Diocesan Council made changes in the system of reimbursement of clergy travel. Reimbursement will be changing to a **per kilometre system** for all clergy effective January 1, 2012. See [Regulation 7-2 Remuneration, Travel and Housing](#).

What does this mean for the parish?

- Administrative responsibility for travel reimbursement lies with the Parish Corporation which must promptly reimburse the clergy on a monthly basis.
- Once a cleric has reported monthly kilometres travelled, the Parish Corporation will reimburse the cleric at the travel rates given in Regulation 7-2 [Schedule B](#) up to a threshold of 17,500 kilometres per year.
- For those clergy who travel in excess of 17,500 kilometres per year, a Travel Pool has been established to support parishes in this reimbursement. The annual contribution, per parish, to this fund is set out in Regulation 7-2 [Schedule B](#). This amount will be reviewed annually by the [Human Resources Committee](#). The rate of reimbursement for kilometres travelled in excess of 17,500 per year will be as established by Regulation 7-2 [Schedule B](#). This support will be forwarded to the parish on a monthly basis once the cleric’s travel reported to Synod Office exceeds 17,500 kilometres.
- A [Parish Travel Calculator](#) spreadsheet to assist parishes with recording and paying travel is available linked from the [Diocesan Finance Committee web page](#).

What does this mean for me, the parish cleric?

- In order to be reimbursed, parish clergy must report to the Parish Corporation **AND** the Synod Office their monthly kilometres driven on church business either by e-mail, where the name of the cleric, the name of the Parish reimbursing for the travel, and distance travelled are provided in the text portion, or by submitting a form to the parish and synod office.
- There are two versions of this form available on the protected [Administrative Downloads page](#):
 - 1) Parish Travel Claim Form (2 up pdf for print)
 - 2) Parish Travel Claim Form (1 up pdf fillable) which can be filled in and saved in Adobe Reader to a file, printed and/or e-mailed as an attachment.

A travel log (for recording) is available at the same [Administrative Downloads page](#). (Usual username and password. [Contact the Synod Office](#) if they have been lost or forgotten.)

At the November 2010 meeting of Diocesan Council significant concern was expressed about the possibility that this new travel reimbursement system could result in some clergy experiencing less income. The Diocesan Council and Human Resources Committee formally encourage Parish Corporations to have annual conversations with clergy regarding rates of stipend and remuneration. In the absence of such an agreement, there shall be in 2012 and 2013 a stipend adjustment funded in full by the Parish Corporation.

ALL PLEASE NOTE: The initial implementation of the travel reimbursement system in 2012 REQUIRES a conversation and possibly negotiation of stipend for 2012. The intention of the change is to make travel reimbursement to the clergy transparent and more equitable and is in NO WAY an attempt to reduce the total income of the clergy. Recognizing that the scale of stipends is a “minimum” scale, in the future, ANNUAL conversations about remuneration, travel and housing between parishes and clergy are recommended and strongly encouraged.

In the event of unsuccessful negotiation, Diocesan Council has approved a formula and procedure to be followed for 2012 and 2013 for those who qualify.

To be eligible, a cleric must:

- Be licensed in a full or part-time ministry during 2012 and/or 2013, and
- Be a licensed cleric in the Diocese prior to January 1, 2011, receiving the former travel reimbursement allowance up to December, 2011, and
- Have travelled on parish-related business less than 6667 km in each of periods January to June and July to December during 2012 and less than 3,333 km each of the periods January to June and July to December during 2013, with total travel less than 13,333 km in 2012 and less than 6,667 km in 2013 for the latter period, and
- Be up-to-date with his/her reporting to the Diocesan Synod Office of the kilometres driven on parish related business.

If eligible, this adjustment will be made in two payments by the parish, one at the end of June limited to a maximum of \$500, for travel in January through June, and one at the end of December, limited to a maximum of \$500, for travel in July through December. This adjustment will be calculated as \$1,600.00 for 2012, and \$800.00 for 2013, minus the travel reimbursement already paid for the six months immediately previous (based on \$0.24/km) after ensuring for the latter six months that the total travel for the year does not exceed 13,333 km in 2012 and 6667 km in 2013.

VSH – DEK