

HOW THE TRAVEL POOL WORKS

1. **Car-pooling** for all or part of your journey is encouraged. Car-pooling also saves on Park Fees. If you need assistance, please contact your Regional Minister.
2. **Travel expense** assistance will be paid by cheque, but **applies only to pastors** and does not include spouses.
3. The **pastor-driver** may claim travel costs at 18 cents per mile (12 cents per km) return. There is no ceiling on this reimbursement provided there are at least two pastors in the car. If a pastor comes **without any pastor-passengers** in the car, he/she cannot claim more than \$80 toward travel costs. This is to cover a partial amount of the cost as well as encourage car-pooling.
4. A further 10 cents per mile (7.0 cents per km) will be paid to the driver for the return mileage of each **pastor** brought to the conference as a **passenger**.
5. Pastors travelling by **bus or air** will receive up to \$130 towards their return fare.
6. Pastors travelling **over 2,000 km** return by any mode may each claim an additional \$70 (see box below).

AB: Dawson Creek, Fort St. John, NWT
BC: Gibsons, Kitimat, Sechelt, Vancouver Island, Yukon
SK: Hyas, Kipling, Moosomin, Nipawin, Weyburn, Yorkton
MB: All churches

7. **Northern pastors travelling over 1,250 km one way** should contact their Regional Minister for supplementary assistance in cases of need (see box below).

Gillam, Flin Flon, Thompson, Whitehorse, Yellowknife, Kitimat

OTHER FINANCIAL CONSIDERATIONS

PASTORS

- Registration, Hotel & Meals Costs are printed together on the registration form.
- There is a discount for **retired** pastors. Please contact your Regional Office.

SPOUSES

- Registration, Hotel & Meals Costs are printed together on the registration form.
- Travel expenses - unfortunately, no subsidy is available.

OTHER CHARGES - Please pay HOTEL for all long-distance calls, parking fees, room service, etc. at checkout. (Please see info on Park Fees).

TRAVEL EXPENSE STATEMENT
Banff Pastors and Spouses Conference 2018
Fairmont Banff Springs Hotel, November 5-8, 2018

For office use:

Refund Cheque No. _____

Amount \$ _____

Room No. _____

Name _____ Email _____

Address _____ City, Prov _____ PC _____

Name of pastor-driver _____

Travel allowance claimed \$ _____

Car distance (to be claimed by pastor-driver only) km _____
Maximum of \$80 if pastor-driver has no pastor passengers

Round trip distance (\$0.18/mile or \$0.12 / km) \$ _____

of pastors brought as passengers (Add (\$0.10/mile or \$0.7/km for each pastor brought as a passenger) \$ _____

Name of pastors brought:

• Bus fare (up to \$130 on return fare – for pastors only) \$ _____

• Air fare (up to \$130 on return fare – for pastors only) \$ _____

• Long Distance allowance (See #6 & 7 on Page 6) \$ _____

TOTAL \$ _____

**PLEASE RETURN THIS FORM TO THE CBWC INFORMATION DESK
BEFORE YOU LEAVE ON THURSDAY MORNING, NOVEMBER 8, 2018**