

## 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 2024

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.**