

DIOCESE OF KOOTENAY

This item

Replaces

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Distribution: All Parishes
Subject: Diocesan Meeting Accommodation Guidelines

- a) Shared accommodation and breakfast will be provided for those living outside a 50 km (approx) radius of overnight diocesan meetings.
- b) Committee members requesting single accommodation or who brings their spouse with them, will be responsible for the difference in cost from half of the shared accommodation (including taxes), unless they are accompanied due to extenuating circumstances such as health or hazardous road conditions.
- c) A committee member living beyond 50 km (approx) who chooses to return home overnight will be reimbursed travel to the amount of the shared accommodation cost only, unless the return is necessitated by extenuating circumstances such as health or childcare.
- d) A committee member living within 50 km (approx) of the meeting who books accommodation 'on site', will be responsible for the difference in cost between their return mileage and their room expense, unless there are extenuating circumstances such as hazardous driving conditions etc.
- e) That when required to travel on Diocesan business and meals have to be purchased, that Diocesan members be reimbursed at the following maximum levels: breakfast at \$15, lunch at \$25, dinner at \$35, or a daily maximum total of \$75 including taxes and tips.