

Mileage Reimbursement for Clergy

Policy No. 430

Policy Statement: Mileage reimbursement is paid to compensate for ministry-related business travel incurred in the Archdiocese and/or on behalf of a parish and the use of a priest's own vehicle.

Definition: Current mileage reimbursement rate is \$0.50 cents per kilometer for the first 5000 kilometers incurred in a calendar year, and thereafter the rate is \$0.45 cents per kilometer.

Procedure:

- a) On a calendar year basis, clergy must keep a log of mileage (business/personal) in the event of a request from the Canada Revenue Agency.
- b) Written documentation and proof are required when submitting a claim for mileage reimbursement using the appropriate form. It is recommended that claims be submitted on a monthly basis.
- c) No claim should be made for reimbursed automobile expenses on a clergy's personal income tax return.
- d) Rates for reimbursement are reviewed annually by the Clergy Personnel Committee and updated on Policy No. 344 Mileage Expense Report – Appendix I.

Exception: Travel to and from the primary work location is not eligible for mileage reimbursement.

Also refer to Policy:
No. 344 Mileage Reimbursement