

## DUCC Travel Pool, Approved 2017

### **Theological Statement:**

*Through education, service, social justice, and pastoral care,  
diaconal ministry in The United Church of Canada,  
encourages a growing faith,  
speaks truth to power,  
seeks mutual empowerment,  
proclaims prophetic hope,  
nurtures life-giving community,  
fosters peaceful, right relationship,  
within the church and the whole of creation  
wherever the Spirit may lead.*

*(Excerpt from DUCC Statement of Vision, April 2009)*

### **Rationale:**

One way this is achieved at our national gatherings is through a model of reimbursement of travel expenses. Acknowledging that we live in a vast country geographically, we recognize that attending DUCC national gatherings is not accessible to everyone. One way to try to mitigate that is through the use of a travel pool.

### **Policy:**

It is the policy of DUCC to institute a travel pool for all those who register for the national gatherings. Payment into the travel pool is incorporated into the registration fees for the event at a rate set by the DUCC Coordinating Committee, in consultation with the planning team, prior to each national gathering. The claiming of travel expenses is open to everyone attending the event, but is not mandatory.

### **How it works:**

- The amount paid to those who place claims will be variable based on how many people have registered, and how many people are claiming expenses.
- Please note that if you received a reimbursement one year, it is not guaranteed you will receive the same amount in another year.
- Gatherings at either end of the country will most likely result in more expense claims thus lower payouts than gatherings located in a more central (Ontario) location.
- Everyone is encouraged to explore other ways of funding their participation at the national gatherings by utilizing possible continuing education money, inquiring about funding from Presbyteries or Conferences as well as outside grants or bursaries.
- Those attending the gathering who wish to help out others who find the geographical distance a deterrent may contribute extra into the travel pool

upon registration or may choose not to claim their own travel expenses, or to only claim a portion of their expenses. Please only claim what you would like to be reimbursed for. For example, if your flight cost \$500 and you have outside funding to cover 50% of it, please only claim \$250.

- To try to create as fair a system as possible it is understood by those participating in the travel pool that they will travel the least expensive way possible. People are encouraged to book early, take advantage of seat sales for flights, or drive/car pool road trip if possible.
- While it is impossible for the policy to anticipate any and every scenario, we hope that common sense will prevail. E.g. If one person chooses to drive from Edmonton to Winnipeg, where a flight would be cheaper the cost of the flight is what could be claimed for travel expenses. If 4 people road trip from Edmonton to Winnipeg, the driver may claim mileage for the return drive at as that would be cheaper than 4 return flights. Overnight accommodation that is required in the travel process may be taken into consideration in determining travel expenses.
- Claim forms are to be submitted by the announced deadline at the first day of our gathering so that calculations may be made before the end of the gathering. Failure to hand in your form will result in no reimbursement. After receiving all of the applications the coordinating committee will determine the percentage of available funds, which will be able to be paid to each applicant. Everyone will receive the same percentage of his or her claim back. For example if we have \$5000 in travel pool money available and receive \$10 000 in claims then everyone who made a claim will receive 50% of their claim. If one person claimed \$200 they would receive \$100, if another person claimed \$800 they would receive \$400.

Please detach the form below, and submit it before the deadline to be reimbursed.

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 Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_

Expenses claimed: Km's \_\_\_\_\_ X \_\_\_\_\_ KM = \$ \_\_\_\_\_

Flight/Train/Bus/= \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

Total = \$ \_\_\_\_\_

(to be filled out by committee) % given back \_\_\_\_\_ % Amount \$ \_\_\_\_\_