

**POLICY ON MILEAGE SUBSIDY
PRESBYTERY OF WINNEBAGO**

Approved November 1993

This policy is based on the premise that congregations are providing clergy members, according to their terms of call, a travel allotment, which includes their involvement in Presbytery. By providing this subsidy, the Presbytery of Winnebago, is attempting to provide for persons who do not have access to adequate travel reimbursement.

Presbytery shall pay a mileage subsidy, if requested, to all ruling elder commissioners, teaching elders, committee/commission moderators and committee/commission members for:

1. All stated and special (pro re nata) meetings of Presbytery'
2. All standing committees/commissions, ad hoc and subcommittee meetings with the presbytery;
3. All stated meetings of the Winnebago Leadership Commission;
4. Any other meetings deemed representationally essential by committee or commission.

When at all possible, individuals should strive to find the least expensive manner of attending meetings. Consideration should be given to using the most centrally located meeting site and carpooling. No person seeking mileage subsidy shall, under any circumstances, subsidy shall, under any circumstances, submit a request to more than one entity. Subsidy will be at the rate of \$.15 per mile and \$.02 per mile for each additional commissioned passenger.

Documentation shall include the following items:

1. Name and address of individual seeking reimbursement
2. Number of miles
3. Names of commissioned passengers
4. Date and location of meeting attended
5. Signatures of requesting individual and authorizing individual