

# EFM POLICY

**TITLE:** Trainer Expenses for Mentor Training

**PROPOSED:** 26 November 2014

**APPROVED:** **26 November 2014**

## **BACKGROUND:**

EFM is dependent upon the goodwill of Trainers and Mentors, and acknowledges that Trainers have historically incurred significant personal costs associated with Mentor Training.

Henceforth, EFM will reimburse Trainers for actual and reasonable costs according to the attached schedule.

## **PRINCIPLES:**

All bookings and printing should be organised through the EO.

Where possible, the Trainer living closest to the training venue should be utilised

All claims must have relevant receipts attached.

## **SCHEDULE:**

### 1. TRAVEL

- a. Public Transport – EFM will reimburse cost of use of public transport.
- b. Personal Transport – EFM will reimburse at the current Diocesan rate.

### 2. ACCOMODATION

- a. EFM will reimburse motel/hotel accommodation up to a maximum of \$150/night.

### 3. MEALS

- a. EFM will reimburse the cost of meals to the following maximum values:  
Breakfast \$15; Lunch \$15; Dinner \$35.

### 4. MISCELLANEOUS EXPENDITURE

- a. EFM will reimburse actual and reasonable miscellaneous expenditure (e.g. printing, photocopying, purchase of training materials, tea, coffee, milk).