

MEMORANDUM

DATE: 10/2/2006
TO: ALL CLERGY
FROM: +JOHN MICHAEL
RE: BISHOP'S PASTORAL VISIT REIMBURSEMENT POLICY



In order to avoid misunderstandings and to enable our parishes to budget appropriately, I am committing to writing what has been an unwritten policy until now regarding travel expense reimbursement and stipends for my travel to our parishes.

1. The parish is responsible for all expenses related to my travel to and from the visit, including travel fares, tolls, lodging, and meals en route and while visiting the parish.
2. When I travel by air or other common transportation, I will make every effort to obtain the least expensive fare possible. However, because of restrictions imposed by my schedule, I must make the final decisions and arrangements. Normally, the ticket will be initially paid for by the diocese.
3. When I travel by car, mileage is reimbursable at the standard federal business rate (currently \$0.445/mile).
4. Shortly *after* each visit, the parish will receive an invoice from the diocese detailing reimbursable expenditures (as well as mileage if applicable). This invoice will be due upon receipt (and your prompt payment, with a check made out to the Romanian Catholic Diocese, will be greatly appreciated).
5. The customary stipend for the bishop's visit is \$300. If I am accompanied by a priest, deacon, or other assistant or driver, it should be \$400 so I can share it with him in appreciation for his help. The check should be made out to me personally. The parish may choose to offer a stipend to my assistant separately, but I would appreciate knowing it if this is the case.
6. Because the amount specified as a "customary offering" is a *guide only*, inasmuch as the stipend should be a free-will offering from the parish, *I will regard any funds received by me personally in the course of the visit as your offering to me, and it will not be applied toward travel expenses.* The parish will still receive a detailed invoice from the Finance Office.

I hope these remarks will help avoid any confusion in the future, and I appreciate your attention to them. **Please place this memo in the *Pastoral Typikon* binder.**

+JMB

ATTACHMENTS: ANNOUNCEMENT FROM IRS WEBSITE

10/2/2006

1