

Diocesan Assembly 2012



Fanning the Flame

The New Evangelization

To: Principals, Pastors, Pastoral Life Directors
From: Mary-Ann Bates, RSCJ
Chair – Diocesan Assembly 2012 Committee
Date: May 23, 2012
RE: Cost Sharing

The Diocesan Assembly will be held September 20–21, 2012 at the Columbus Centre in Prince George. This letter will review the cost sharing measures that have been established for this event.

Participants' registration fees will cover all direct Assembly expenses. Parishes and schools will share travel and accommodation costs for their participants on an equalized basis. These costs will be calculated and equalized separately for parishes and schools.

Travel and accommodation expenses will be calculated as follows:

- Accommodation for out-of-town participants is based on \$45.00 per participant per night, for a maximum of three days, if attending two days of the assembly. If one day is attended the maximum will be two nights.
- Travel expenses including gas and meals associated with travel, or those not supplied by the Assembly.
- Meal expenses will be as follows: Breakfast \$13.00; Lunch \$17.00; Dinner \$26.00.
- Expenses beyond these rates will be covered either by the individual parish/school or by the individual participant.

In order to minimize expenses for everyone, participants are encouraged to carpool whenever possible.

Original receipts must be submitted for these expenses.

It will be the responsibility of the schools and parishes to collect the receipts from their participants and to submit them to the Assembly Secretary. Once the costs have been equalized, parishes and schools will be billed or refunded as required. Expense Claim Forms will be sent to you in early September.

If you have any questions, please do not hesitate to contact me.