

Expense Guidelines for those Serving the Secular Franciscan Order for the Regional Fraternity of Eastern Canada

Article 25 of the OFS Rule and Article 30.3 of the General Constitutions are our reference guides for Financial issues.

- (1) The cost of travel, room and board and other legitimate expenses should always be covered for those who are serving the Secular Franciscan Order in an **official capacity**.
- (2) Spiritual Assistants at the Local or Regional Level should receive reimbursement for the cost of travel, room and board and other legitimate expenses related to their ministry serving the Secular Franciscan Order in an **official capacity**.
- (3) “Official Capacity” for our purposes covers an individual who has been asked to serve the Order and the “payer” would be the party making the request.

Example 1: if a local fraternity requests the presence of a speaker for their event, then they are responsible for the associated expenses.

Example 2: if a local fraternity requests the presence of their Spiritual Assistant at an event, they are considered the “payer”. If the Region makes the request, they become the “payer”.

Example 3: Local representatives attending a Regional Elective Chapter are expected to attend but this is not considered “official capacity” in this definition.

- (4) The one *Serving* should be offered a stipend over and above expenses in an amount “appropriate to the journey made and the length of stay required”. This stipend should be offered for Fraternal and Pastoral Visitations, Elections, presenting at a retreat or workshop, or other events where their presence is requested.