

CALIFORNIA-NEVADA ANNUAL CONFERENCE OF THE UNITED METHODIST CHURCH

Request for Conference Moving Expense Reimbursement

(Active Pastors under appointment or assignment)

CHURCH: _____

PASTOR: Name: _____

New Address: _____

City: _____ State: _____ Zip: _____

Moved From: _____ Date of Move: _____
(Church and Town)

Vendor(s) Paid and Amount Paid: _____ \$ _____

_____ \$ _____

Total \$ _____

Signed: _____

The total (gross) amount paid must be included in the pastor's taxable wages on the 2018 W-2, Box 1 and in the total wages reported on a 2018 quarterly 941 payroll report.

1. Payments from the Conference Moving Expense budget will be made if the moving was performed by a licensed commercial moving company. Any exceptions must be approved in advance by the Conference Treasurer.
2. The cost of moving the pastor is to be paid by the local church to which the pastor is moving. The church is encouraged to arrange in advance for the moving cost to be billed to the church. Otherwise, the moving company will likely require payment on the day of the move.
3. The Conference will reimburse the church 80% of the transportation costs of up to 15,000 pounds of goods for moves within the bounds of the Conference with submission of this completed form and copies of all receipts. Up to an additional \$7,000 may be reimbursed for moves from outside the bounds of this Conference. The Conference does not reimburse for the cost of packing, unpacking, storage, insurance, transportation of persons, or any items other than the transportation cost of furniture, personal property and equipment. Please see the Conference Standing Rule printed on the back side of this form for more information.
4. The church to which a pastor moves is responsible for 20% of the transportation expense up to 15,000 pounds of furniture, personal property and equipment within the bounds of the Annual Conference.
5. Any arrangement for paying moving and related costs above these limits is a matter between the pastor and the church to which he/she is appointed or assigned.
6. Mail this completed form and copies of the moving invoices to the Conference Treasurer, PO Box 980250, West Sacramento, CA 95798-0250 within two weeks following the date of the move.

CONFERENCE MOVING EXPENSE PLAN - STANDING RULE

1. Active and retired pastors under appointment:
 - a. **The District Superintendent shall be responsible for furnishing pastors and churches with copies of the Conference Moving Expense Plan**
 - b. **Participants:**
 1. Ministers, as active or retired, who are appointed as pastors or associate pastors of local churches in this Conference.
 2. Ministers transferring into this Conference, and students returning to or joining this Conference to accept their first appointment to a local church.
 3. Local pastors who are appointed as pastors or associate pastors of local churches in the Conference.
 4. CLayM pastors going to or from an assignment, on approval by the District Superintendent, limited to one move per Conference year, beginning July 1, 1993.
 - c. **Requirements:**
 1. Moving is performed by a licensed commercial moving company.
 2. Payments shall relate only to the transportation cost of moving furniture, personal property and equipment within the conference. For purposes of this plan, an automobile may be considered personal property if shipment is approved in advance by the Cabinet. Payments will not be made to cover the cost of transportation of persons, packing, unpacking, storing or insurance.
 3. The weight of furnishing, personal property, and equipment shall be verified to the Conference Treasurer and Director of Administrative Services by a receipt from the public weighmaster, a waybill, or a certificate from a moving or railroad company. Where the cost of the move is determined by an hourly rate, generally in moves of less than 50 miles, the requirement for verification of weight shall be waived.
 - d. **Payments**
 1. Within the bounds of the conference, the Annual Conference will reimburse the local church to which the pastor is moving 80% of the moving cost for the first 15,000 pounds. The church to which the pastor is moving shall pay 20% of the cost of moving up to 15,000 pounds.
 2. Within the bounds of the conference, where the cost of the move is determined by an hourly rate, the Conference will reimburse 80% and the church to which the pastor is moving shall pay 20% for up to three workers and van working up to 15 hours.
 3. Participants moving from outside the bounds of the Annual Conference may be reimbursed up to an additional \$7,000 from the Annual Conference for expenses incurred outside the bounds of the California-Nevada Annual Conference, within the above requirements.
 4. Any arrangement for costs above these limits is a matter between the pastor involved and the church to which he/she is assigned.