

CALIFORNIA-NEVADA ANNUAL CONFERENCE OF THE UNITED METHODIST CHURCH

**Request for Conference Moving Expense Reimbursement**

(Active and Retired Pastors under appointment)

CHURCH: \_\_\_\_\_ DISTRICT \_\_\_\_\_

PASTOR: Name: \_\_\_\_\_

New Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Moved From: \_\_\_\_\_ Date of Move: \_\_\_\_\_  
(Church and Town)

Name of Carrier: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Office: \_\_\_\_\_

**Conference Rules and Procedures**

Subject to the Conference Rules on reverse side hereof:

1. Payments from the Conference Moving Expense Fund will be made only if the moving was performed by a licensed commercial moving company.
2. The cost of moving the pastor is to be advanced by the local church to which he/she is moving. You are encouraged to arrange with the moving company in advance of the move to be billed for the move rather than paying at the time the move is completed.
3. Upon receipt by the Conference Treasurer of this form ***WITH RECEIPTED MOVING BILL ATTACHED***, the Conference Moving Expense plan will reimburse the local church for 80% of the transportation cost of up to 15,000 pounds of furniture, personal property and equipment within the bounds of the Conference, except that for ministers transferring into this Conference, and students returning to or joining this Conference to accept their first full-time appointment, payments up to an additional \$7,000 may be made to apply on moving expenses incurred outside the bounds of this Conference. (The Conference plan will **NOT** pay the cost of packing, unpacking, storage, insurance, transportation of persons, or any items other than the transportation cost of furniture, personal property and equipment.)
4. The church to which a minister moves is responsible for paying 20% of the transportation cost of 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 involved in the moving and the church to which he/she is assigned.
6. Mail this completed form and receipted moving bill 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

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.