

Moving Expense for Retired Pastors **Information and Instructions**

The reimbursable amount approved for moving expenses for Pastors who are retiring in 2013 has been set at \$2,500.00. Please submit your moving expenses on the following form, along with your original receipt, to your DS for his/her review and signature.

Please be aware the expenses are paid directly to the retiree upon receiving the original paid in full invoice from the moving company. We do not pay the moving company directly. You are free to choose your moving company however the maximum reimbursable allowance is \$2,500.00.

Date: _____

MOVING FUND – REQUEST FOR REIMBURSEMENT

Directions: All forms must be submitted to:

Rev. Alyce Weaver Dunn
510 Locust Street
Johnstown, PA 15901

Original documents (bills) from the moving company are required by the conference audit.
Please do not submit copies of bills.

RETIREES AND PERSONS MOVING FROM APPOINTMENT TO OWN LOCATION (i.e. recent widows, etc.)

REIMBURSED UPON EVIDENCE OF BILLING UP TO \$2,500.

Pastor moving: _____

From: _____

To: _____

Total Amount of Move: _____

Name and address to whom the check should be sent:

Signature by D.S. submitting request: _____

Please check the account (by category) and attach original receipts.

_____ - 003 446 5086 – aid to churches (1, 2, and 3 year moves.)

After 1 year in appointment: three fourths of the actual cost not to exceed \$1500.00

After 2 years in appointment: one third of the actual cost not to exceed \$900.00

After 3 years in appointment: one fourth of the actual cost not to exceed \$650

_____ - 003 446 5086 – retirees

_____ - 003 446 5086 – others (like D.S., widows, etc.)