

**2023 Arkansas  
Conference Pastor's  
Moving Expense**

Name \_\_\_\_\_

Address (where check will be mailed) \_\_\_\_\_

Mileage (actual Mileage from Parsonage to Parsonage) \_\_\_\_\_ x \$1.00 = \_\_\_\_\_  
Plus Fixed Amount \$1,000.00

Plus Returning Seminarians Amount (if applicable) \_\_\_\_\_

**Total Due** \_\_\_\_\_

I. Pastor's Moving Expense - Pastor's Moving Expense conditions of eligibility are as follows:

A. The following persons shall be eligible

1. Full Time Pastors
2. Student local pastors after first appointment
3. District Superintendents
4. Persons in conference connectional positions
5. Retiring pastors
6. Persons on disability leave
7. Any other person recommended by the Board of Ordained ministry
8. Seminarian from place of residence to parsonage at first appointment

B. The following amounts shall be paid:

1. \$1,000 per pastor plus
2. \$1.00 per mile, measured from parsonage to parsonage
3. Persons moving into or out of the Conference shall measure the mileage from the Conference boundary to the parsonage, except any seminarian returning for first appointment.
4. Monies shall be paid by the Conference Treasurer upon presentation of a voucher of mileage signed by the sending District Superintendent
5. The sending District Superintendent shall not submit a voucher for moving expenses unless the parsonage is left clean and meets the approval of the Pastor-Parish Relations Committee Chairperson
6. \$1,000 additional moving expenses for Seminarians receiving their first appointment in the annual conference

C. If a pastor leaves a parsonage with damage (other than "normal wear and tear"), then the moving expense may be paid to the church to provide for repairs. This payment must be requested by the District Superintendent and shall not exceed the amount of allowable moving expense.

\_\_\_\_\_  
Church currently serving

\_\_\_\_\_  
New Church I will be serving

\_\_\_\_\_  
Signature of Pastor requesting reimbursement

\_\_\_\_\_  
Social Security # of Pastor

\_\_\_\_\_  
Signature of District Superintendent

\_\_\_\_\_  
Conference Treasurer

I have inspected the parsonage and found it to be sufficiently clean and in order for the incoming pastor.

\_\_\_\_\_  
Signature, Chair, PPR Committee

**\*\*In Compliance with changes to section 132(f) of the Internal Revenue Code, all employee moving expenses are subject to income tax. Therefore you will receive a form 1099 by January 31, 2024.\*\***

**\*\*\*I would like to receive funds electronically. Please send funds to the banking information below or I will call Melissa Sanders @ (501) 324-8022 or Bailey Thomas @ (501) 324-8023 with my information.\*\*\***

\_\_\_\_\_  
Bank Routing Number

\_\_\_\_\_  
Bank Account Number

Email address for payment notification: \_\_\_\_\_