2026 Arkansas Conference
Pastor's Moving Expense

Name _____

Address (where check will be mailed) _____

_____

Total Moving Expense to be reimbursed (please attach copies of all receipts) _____

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
   9. Only one moving expense paid per pastor per year

B. The following amounts shall be paid:
   1. Up to $4,000.00 of actual expense reimbursed (maximum 2 stops)
   2. Clergy couples living in the same residence are eligible for an additional $2,000.00 and 1 additional stop.
   3. Monies Shall be paid by the Conference Treasurer upon presentation of a voucher signed by the sending DS
   4. The sending DS 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. Should the DS and the chairperson of the S/PRC determine that the parsonage will require cleaning and/or repair due to abuse and/or negligence on the part of the departing pastoral family the DS may direct that the pastor's moving reimbursement be reduced by the amount required for such cleaning/repair and that this amount be paid to the church. In no case shall the amount paid to the church be greater than the total to which the pastor would otherwise be entitled for moving expense reimbursement.
   5. On recommendation from the Cabinet, the CFA may disburse funds for pastors transitioning out of the ministry.
   6. Special circumstances may be considered by the CFA Executive Committee upon recommendation by the Appointive Cabinet.

_____ _____
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, 2027.

I would like to receive funds electronically. Please send funds to the banking information below or call Melissa Sanders 501-324-8022 or Bailey Thomas 501-324-8023 with this information.

_____ _____
Bank Routing Number **Bank Account Number**

Email address for payment notification: _____