



**MO Conference - United Methodist Church  
Pastoral Moving Expense Form**

**Date:** \_\_\_\_\_ **Invoice #** \_\_\_\_\_ **2021 Move**  
**Payee/Vendor:** \_\_\_\_\_ **GCFA ID #:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Description	GL Account Number	Amount
	6-61-6920-71000	

**Total:** \$ \_\_\_\_\_

**Person Requesting Check:** \_\_\_\_\_

**Authorizing Signature (if needed):** \_\_\_\_\_

FOR CONFERENCE ADMINISTRATION USE - CHECKLIST:

<input type="checkbox"/>	Grant request includes at least 2 bids (3 bids are standard policy).	
<input type="checkbox"/>	Grant request includes all related reimbursed expenses.	<input type="checkbox"/>
<input type="checkbox"/>	Most recent relocation grant payment date:	<input type="checkbox"/>
<input type="checkbox"/>	Church apportionment paid percentage, 2020	<input type="checkbox"/>

- The Missouri Annual Conference shall be responsible to reimburse local churches a reasonable amount for the moving expenses of full-time pastors under appointment who have annuity claim with the Annual Conference. A Moving Expense Fund shall be established for this purpose.
- **It shall be the responsibility of the pastor undergoing the move to obtain at least two bids from licensed moving companies.** These bids shall be reviewed in consultation with the Staff-Parish (Pastor-Parish) Relations Committee of the receiving church or charge before a contract for the move is issued. The local church or charge shall have a maximum obligation of \$5,000 for the pastor’s move. Moving costs above this amount shall be negotiable between the pastor, receiving local church or charge, and the District Superintendent of the district into which the pastor is moving. If the pastor is doing the move with rental equipment, bids are not necessary.
- A local church or charge may apply to the Annual Conference for up to \$1,500 of the incurred moving expenses per full-time pastor. Reimbursable costs will include professional moving costs or the cost of truck rental, labor and related expenses. The Annual Conference will not provide reimbursement for food or lodging. **Adequate documentation must accompany the application and reimbursement must be requested within 6 months of the move.** For moves over 150 miles, a special grant may be given from the Conference with proper documentation.
- When two pastors are moving to two charges on the same moving bill, each charge will pay 50% of the moving cost unless otherwise negotiated. Each charge may apply for up to \$1,500 of the moving expense incurred by the charge. The charges shall work together to make the necessary arrangements for paying the moving bill. The District Superintendent(s) shall facilitate any necessary negotiations between the charges.
- In order to qualify for the moving expense reimbursement, the local church or charge shall have paid 100% of conference apportionments for the prior year. If the local church or charge has not paid 100%, then the reimbursement will be made at the percent of conference apportionments paid for the prior year. In a multi-point charge, each church shall receive reimbursement at the respective percent of conference apportionments each church paid for the prior year.
- For full-time pastors accepting extension ministry appointments with annuity claim on the Annual Conference, the Annual Conference will reimburse the receiving appointment under these same rules.
- For full-time pastors with special circumstance requiring a move, there may be a one-time moving grant of up to \$1500 available. These grants will be made by the Executive Committee of the Finance and Administration Team upon application

\*\*\* Please submit request with appropriate support documentation to \*\*\*

\*\*\* The Missouri Annual Conference, Attn: Accounts Payable, 3601 Amron Court, Columbia, MO 65202. \*\*\*

\*\*\* You may also submit your request via email to amoreton@moumethodist.org. \*\*\*

Questions? Please contact Ann Moreton at 573.441.1770 or amoreton@moumethodist.org.