

#### IV. ITINERANT CLERGY MOVING EXPENSE *Effective Date – June 1, 2018*

The Itinerant Clergy Moving Expense Committee met to study moving expense needs and policies. The Committee makes the following recommendations.

##### **A. Eligibility**

1. Pastors of local churches continuing under appointment to local churches within the Conference, moving to or from extension ministries, district superintendents, ministerial assistants to district superintendents and Conference ministerial staff whose salaries are paid from the Conference Treasurer's office.
2. Pastors in section A.1. who become Conference Evangelists upon moving from an appointment to new residence. Their moving expense to return to any of the above categories will also be paid.
3. Pastors in section A.1 who retire from serving appointment or who assume approved medical leave or return into active service from approved medical leave.
4. Widows or widowers of those identified in section A.1. upon moving from place of appointment to new residence.
5. Pastors moving into an appointment in the North Carolina Conference under section A.1.
6. Interim Supply pastors
7. Pastors being appointed to leave of absence are entitled to moving expense for one leave of absence.
8. Pastors who are called to active military duty will be entitled to moving expense at the time of call up, if need be, and at the time of return, if need be, if not covered by the military, with substantiation of the military orders.
9. Persons moving who are not defined above will not be eligible to make claim.

##### **B. Payment of Claims**

1. All reimbursements must be substantiated with paid receipts for actual moving expenses. All reimbursements must be for expenses which are deductible for income tax purposes according to Internal Revenue code, Section 217, non-taxable fringe benefits. Payment will be granted to all who are eligible to make claims as follows:
  - a. Active itinerant clergy in section A.1., A.2., A.5., A.6., A.7. and A.8. (except retiring clergy, widows, widowers, and clergy couples) will receive reimbursement of costs up to \$2,250.00 with submission of paid receipts for actual moving expense.

- b. Retiring itinerant clergy, widows or widowers will receive reimbursement of costs up to \$3,500.00 with submission of paid receipts for actual moving expenses. The retirement amount may be granted upon request when taking medical leave in lieu of receiving the retirement benefit at retirement.
- c. Itinerant clergy couples will receive reimbursement of costs up to \$2,600.00 with submission of paid receipts for actual moving expenses. If only one member of the clergy couple is re-appointed, section B.1.a. will apply.

2. Travel: Mileage is reimbursed at the standard IRS rate for moving expense deductions. This rate may be paid per mile per vehicle for a single trip to move each vehicle to the new residence. If a vehicle is used to move household goods, i.e., in lieu of a moving company, additional trips may be reimbursed as necessary. The per trip mileage will be computed from appointment to appointment, or from the Conference boundary to the appointment, or from the appointment to the residence/Conference boundary (in case of retirement), whichever is less. Either the mileage as described above or actual out of pocket expenses for gas, oil, etc. may be reimbursed from the Conference boundary.

### 3. Reporting and Payment Requirements

- a. ***Effective January 1, 2018, all moving expense reimbursements are taxable to the recipient. The Conference Treasurer's Office will reimburse moving expenses directly to the pastor. Moving expense reimbursements will be reported on the employee's W-2 for employees of the Conference and on a 1099-MISC for pastors not paid through the Conference Treasurer's Office. Any required benefit computations or payments due for the moving expense reimbursement will be completed by the Conference Treasurer's Office and funded through the Itinerant Clergy Moving Expense annual budget.***
- b. The Conference Treasurer will make this payment upon receiving the Itinerant Clergy Moving Expense Requisition form signed by the person receiving reimbursement and verified by the District Office, along with appropriate receipts to substantiate the expenses.
- c. The pastor should send the completed document, "So You're Moving" checklist to the District Office. This will fulfill the 2016 Discipline, Paragraph 2533.4, which states "The chairperson of the board of trustees or the chairperson of the parsonage committee, if one exists, the chairperson of the committee on pastor-parish relations, and the pastor shall make an annual review of the church owned parsonage to ensure proper maintenance."
- d. Moving expense funds will be withheld by the Conference Treasurer if the district superintendent determines that the parsonage was inadequately cleaned or was damaged beyond normal wear and tear. If an inspection by the district superintendent and the pastor-parish relations committee or the parsonage committee reveals monetary needs for cleaning or repairs, or for having the fuel tank filled, the remaining balance of the moving expense due said pastor shall be made payable to the respective district to pay for needed cleaning or repairs. If the district superintendent or the moving pastor is NOT in agreement with said pastor-parish relations committee or the parsonage committee, the superintendent may request the arbitration committee of the clergy living committee, ***or***

***other committee of the Board of Ordained Ministry assigned these duties***, to inspect the parsonage involved and give an impartial recommendation.

4. The Conference Treasurer will make an advance payment up to \$600.00 to eligible itinerant clergy to cover the expense of deposit and fees for moving expenses prior to their move, upon verification by the District Office. Those receiving an advance must substantiate their expenditures, and any money that is left over shall be refunded to the Conference Treasurer. ***All advance payments shall be reported as required as taxable income on the W-2 for conference employees and 1099-MISC for pastors not paid through the Conference Treasurer's Office.***

5. No additional claim can be made against a local church, district or the Conference for payment of moving expenses.

6. Reimbursable expenses include the cost of boarding and moving domestic animals, the moving of recreational vehicles, moving household and personal goods, travel as defined in B.2., lodging, packing, crating, in-transit storage and insurance, labor costs, and any other expense necessary to physically move household items. Labor costs paid to individuals currently residing in the moving household, or those moving their own personal belongings are not reimbursable. Other expenses which are not reimbursable include meals, purchase of household items, or any other item not reasonable or necessary for the move.

7. The request for moving expense reimbursement must be received in the Treasurer's Office no later than four months following the date of the move.

8. ***The Moving Expense Committee*** will consider and have final authority over any questionable or disallowed claim or special claim beyond allowances set in the approved plan.