



## District Office

North Carolina Conference

THE UNITED METHODIST CHURCH

### DISTRICT OFFICE

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[districts.nccumc.org](http://districts.nccumc.org)

TO: ALL MOVING PASTORS  
RE: Important information & tips regarding moving expense reimbursements  
FROM: Caroline Jackson

Congratulations on your move! The intent of this note is to provide you with information to facilitate your move and to expedite your funds for moving expenses for those seeking reimbursement. The details will not be included here, reminders, tips on common mistakes and links to where to find the details will be included.

### FORMS

Forms for all pastors who are moving can be found following this path: NCCUMC.org -click on Districts-click on District Office-click on Forms and Reporting (found in top black menu bar)-click on Clergy-click on Moving Forms. In the Moving Forms section, you will find three forms that you may need AND the policy with all the details.

All moving Pastors must complete the *So You Are Moving* checklist. Those pastors requesting an advance for moving expenses (maximum of \$600) must complete *the Clergy Moving Expense Requisition for Advance* form. The last day to submit a moving advance is June 4, 2020. The *Itinerant Clergy Moving Expense Requisition*, along with the itemized list of moving expenses, is required if an Advance was received and/or if a pastor is seeking reimbursement for moving expenses. This form must be submitted within four months of the move date. All forms and receipts must be submitted online.

### TIPS

When completing the *So You Are Moving* form there is a question about the Annual Audit. Your District Superintendent requests that the 2019 Annual Audit for the church you are leaving be completed, through the Conference's Online Data Collection System, before moving so that the incoming pastor does not have this task to complete by August 1, 2020.

The *Itinerant Clergy Moving Expense Policy* is also attached but can be found online by clicking on either the advance request form or the requisition request form. [PLEASE READ the policy](#) (if you are reading this online you may click the blue words to access one of the forms and then click on the policy). The North Carolina Conference of United Methodist Church (NCCUMC) requires clear, detailed receipts for actual moving expenses. For instance, the receipt must include where the purchase was made, date of the purchase, what was purchased, and the amount charged. NCCUMC reimburses expenses allowed according to the Internal Revenue code. The allowable expenses are outlined in the policy, including allowable mileage reimbursements. The policy also outlines those persons who are eligible to seek reimbursement and for what amount.

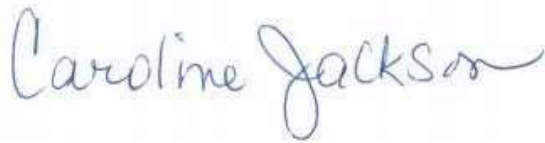
Expenses are not reimbursed until the District Office receives the *Itinerant Clergy Moving Expense Requisition* with the appropriate receipts and receives a note indicating that the pastor's study and/or parsonage, if applicable, are left clean and in good order from the District Superintendent.

Moving expense funds will be withheld if the District Superintendent determines that the parsonage was inadequately cleaned or was damaged beyond normal wear and tear. Pastors are asked to leave their parsonage and office in clean, move-in -ready condition.

Advances and reimbursements are processed by the District Office as soon as possible, following the electronic submission of the reports. Once these reports are approved, they are and sent to the Treasurer's Office for a check to be cut and mailed out by the District Office. Typically, the Advance or Reimbursements are mailed within 7-10 business days, after approval.

If there are any questions about the moving forms or Advance or Reimbursements for moving, you may direct them to me by email at [Caroline.Jackson@nccumc.org](mailto:Caroline.Jackson@nccumc.org) or by my cell phone at 910-890-6687 or the District Office at 919-779-9435 or your District Superintendent.

Blessings to you during this time of transition,

A handwritten signature in blue ink that reads "Caroline Jackson". The signature is written in a cursive style with a large initial 'C' and a long, sweeping tail on the 'n'.