

MOVING FUND – REQUEST FOR REIMBURSEMENT  
Revised 2018

Date: \_\_\_\_\_

Directions: All forms must be submitted to the Cabinet Treasurer:

Rev. Patricia M. Nelson  
Greensburg District Office  
307 Freeport Street  
Delmont, PA 15626

**Copies of the receipt (s)** from the moving company **are required** by the Conference finance department.

Receipts must be turned into the District Superintendent submitting the request no later than 60 days following the move.

RETIREES AND PERSONS MOVING FROM APPOINTMENT TO OWN LOCATION (i.e. recent widows, etc.) REIMBURSED UPON EVIDENCE OF BILLING UP TO \$2,500.00

Pastor moving: \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Total Amount of Move: \_\_\_\_\_

Name and address to whom the check should be sent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature by D.S. submitting request: \_\_\_\_\_

Signature of Cabinet Treasurer: \_\_\_\_\_

Please check the account (by category) and attach copies of receipts:

\_\_\_\_\_ - 003 446 5086 – aid to churches (1, 2, and 3 year moves)

After 1 year in appointment: three fourths of the actual cost not to exceed \$1,875

After 2 years in appointment: one half of the actual cost not to exceed \$1,250

After 3 years in appointment: one fourth of the actual cost not to exceed \$625

\_\_\_\_\_ - 003 446 5086 – retirees

\_\_\_\_\_ - 003 446 5086 – others (like D.S., widows, etc.)

\_\_\_\_\_ - 003 446 5086 Costs related to extraordinary circumstances (e.g. need for storage, etc.) created by the Cabinet in the appointment making process not to exceed \$1500.