

TO: Moving Clergy
FROM: David Robinson, CFO and Director Administrative/Financial Services
RE: Clergy Moves

MOVING INFORMATION

All moves within the state of Indiana for eligible persons, will be paid in full up to 15,000 pounds. All moves within the state over 15,000 pounds will be paid at a maximum of \$3,500. **All overage costs will be billed directly to the moving clergy by the mover.**

MOVE DATES

The move dates are determined in consultation with the Move Coordinator, Robin Brown, robin.brown@inumc.org or 317-452-4788. Once the move date has been set, the moving pastor is to proceed with the estimate process.

ESTIMATE PROCESS

The moving clergy must submit the *Minister's Moving Report Form* and two (2) **binding or guaranteed not exceed** estimates from a licensed and insured mover and indicate the mover they choose. These estimates should always be based on visual inspections (in-person or virtual assessments). The Conference is only obligated to pay the amount of the lowest estimate. The moving pastor is responsible for communicating directly with the mover about moving dates and logistics.

Once the *Minister's Moving Report Form* and *estimates* are received and mover selected, the Conference will send a letter of payment guarantee for 100% up to or at a maximum 15,000 lbs., or \$3,500 maximum payment for over 15,000 lbs., to the selected moving company. When the lowest bid is not chosen, the letter will indicate the maximum allowable payment. The moving pastor will receive a copy of the guarantee payment letter.

All moves across state lines (incoming/outgoing) will be paid at a maximum of \$3,500. It is strongly advised that a Broker not be used for moves to Indiana from out of state. It is the moving pastor's responsibility to plan and communicate with the contracted moving company.

Items that specifically will not be paid for include: transport of vehicles including boats, special labor (3rd party) for dis/re assembly of items (beds, desks, audio/t.v. equipment, etc.).

SELF-MOVES

Those eligible for a conference paid move may select a self-move. Eligible expenses include the cost gas or mileage for one personal vehicle, truck rental (plus gas only for the rental truck), equipment, packing materials, documented labor costs. Receipts must be submitted for reimbursement. Any person receiving payment for labor must be bonded and insured, and an itemized record of name, hours and rate of pay must accompany the reimbursement request. Receipts must be submitted for reimbursement and are not to exceed \$3,500.

TAX INFORMATION

Due to new tax reform regulations, ALL Conference paid pastoral moves will receive a 1099 at the end of the year.