

## RETIREE MOVING EXPENSE VOUCHER

The Louisiana Annual Conference Board of Pensions provides a move benefit for full elders, provisional elders, associate members and full-time local pastors presently under appointment who are retiring. This is a one-time benefit and must be used within one year of the date of retirement. The maximum amount of the benefit is \$6,000. In the event a clergy couple retires, there is only one \$6,000 benefit unless the clergy couple is living in two different homes/parsonages in two different cities in their last appointments. If one member of a clergy couple retires and the other clergy couple member will continue in active status, a benefit is only due if the clergy retiring has been living in a separate home/parsonage in a separate city from the clergy spouse not retiring. The following items may be reimbursed under this benefit: supplies (boxes, tape, packing material); rental of truck, dolly, blankets, and fees paid to non-related packers OR the costs of the moving company; one month's rental of a pod or storage unit not to exceed 10 ft. x 20 ft.; gas purchased for a rental moving truck, if utilized; one night stay on the road and one meal on the road for family members moving with the retiree from the last appointment location to the retirement location; and mileage at the IRS moving rate between the present appointment location and the retired location for one vehicle. Itemized receipts must be provided to support all expenses.

Name: \_\_\_\_\_ Date of Retirement: \_\_\_\_\_

Move from: \_\_\_\_\_  
Complete street address

Move to: \_\_\_\_\_  
Complete street address

I hereby certify that the moving expenses claimed below:

- were incurred by me in moving from my last appointment to a retirement location;
- are reimbursable within the policy set forth above;
- are supported by itemized invoices attached; AND
- have not been and will not be reimbursed from any other source.

<b>EXPENSE DETAIL</b>	<b>AMOUNT</b>
<b>Supplies</b> (itemize below)	
<b>Rental of Truck/Dolly/Blankets &amp; Packers' Cost <u>OR</u> Moving Company</b> (itemize below)	
<b>Rental of Pod or Storage Unit</b> (itemize below)	
<b>Mileage</b> (detail below showing mileage and what vehicle)	
<b>Gas for rental truck if utilized</b> (itemize below)	
<b>Lodging and Meal</b> (itemize below)	
<b>TOTAL</b> (cannot exceed \$6,000)	

Signature: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address to mail check: \_\_\_\_\_