MOVING ALLOWANCE (X 23) **M-1**

When full time regular employees are asked by the Potomac Conference to move, the following allowances are granted as the expense is incurred. In the event both spouses are employed, only one benefit per family is provided.

Moving Allowance

A flat amount, rounded up to the nearest $10, to cover packing and other moving costs as follows:

EMPLOYEE	16.5% of Remuneration Factor
SPOUSE	16.5% of Remuneration Factor

A single parent with dependent children may be granted 33% of the Remuneration Factor as a moving allowance.

Moving Van or Other Freight Charges

Potomac Conference moving van charges or other moving van or U-Haul charges as authorized by the treasury department of the Potomac Conference.

Miscellaneous Moving Allowances (Car must be registered within 90 days of moving to new area to qualify for reimbursement).

1. Drivers' licenses for employee and spouse (when changing states).
2. Auto license tags for one or two autos (when changing states).
3. Auto registration for one or two autos (when changing states).
4. City or county sticker (license) for one or two autos.
5. State inspection fee for one or two autos (when changing states).
6. Use tax for one or two autos (when changing states).

NOTE: The above allowances are granted for the initial move only. Recurring expenses are the responsibility of the employee.

Family Expenses of Moving

Mileage

Direct route at current mileage rate for one or two autos.

Food Allowance

Current per diem rate figures at 500 miles per day by direct route plus the day of loading and unloading and Sabbath layover, if needed.

Lodging (lodging bill must be submitted)

Actual reasonable expense of lodging for family based on 500 miles per day by direct route plus Sabbath layover, if needed.

Tolls (receipts not required)

Road and bridge rolls if expense is incurred.

Temporary Rental

In the event the Potomac Conference approves a temporary rental unit (not to exceed 12 months) in order to get an employee settled in a timely manner, the conference considers a move to a permanent home a part of the original move. The conference covers the cost of moving for only one move in a given assignment. Employees must bear the costs for subsequent moves.

Employees Who Resign

In the case of employees who voluntarily withdraw from the organized work, the denomination is under no obligation to return the individual to a former location.

Retiring Employee's Moving Allowance

An employee who has at sometime during his/her denominational employment been moved at conference expense, may be granted assistance in the form of reimbursement for actual moving expenses, or at the employer's option, a cash settlement on moving expenses, when an actual move is made to the place of retirement according to the following provisions:

1. *Over Thirty Years of Service* – When an employee who has given thirty years or more of denominational service retires, the employing organization may arrange to pay the moving expense on a reasonable amount of household goods and pay his transportation expense, including mileage, tolls, hotel and per diem by the most direct route based on 500 miles per day to the place of his choice in the North American Division. The provisions of X 23 05 1-b, shall apply to moving only one car.
2. *Under Thirty Years of Service* – An employee who has served less than thirty years may be paid a proportionately lesser amount. The amount of the moving expense reimbursement shall be decided by the employing organization.
3. *Arrangement* – This arrangement to be made within a period of five years after retirement unless some other definite arrangement is approved by the governing committee and is limited to one move only.
4. *Division of Expense* – In cases where both spouses are denominationally employed at the time of retirement but by different organizations, the moving assistance to the place of retirement shall be shared equally by the two employers if both spouses are vested for retirement benefits. If one spouse is not vested, the moving assistance shall be paid by the employer of the spouse who is vested.
5. *Tax Obligation* – The retiring employee shall be responsible for the tax obligation of the moving benefit.

Expiration of Benefit

No reimbursement will be issued for expenses that are past six months from the time of expense.