

Clergy Moving Expenses Reimbursement Form



Policy: Canon 11 (6) states that “When a cleric assumes a new appointment within the Diocese or retires on pension from an appointment within the Diocese; or where the surviving spouse of a cleric moves from a rectory on the death of the cleric prior to retirement, a contribution to the moving costs up to an amount to be determined annually by the Synod Council will be a charge on the Diocesan Budget.” The current contribution rate is a maximum of \$3,000.

Process: All requests for reimbursement are to be submitted within 30 days of payment and must include a copy of the moving invoice and clear indication that it has been paid.

Where a cleric assumes a new appointment within the Diocese, the parish and cleric negotiate the moving costs in advance of the move, and the parish reimburses the cleric for the agreed upon moving costs. The parish may then request reimbursement to a maximum of \$3,000 from the Diocese for clergy moving expenses which are paid by the parish.

Where a cleric retires on pension from an appointment within the Diocese of Toronto and moves to a new residence; or where the surviving spouse of a cleric moves from a rectory on the death of the cleric prior to retirement from the Diocese of Toronto, the individual will make their own moving arrangements and be responsible for the cost of the move. The individual may request reimbursement to a maximum of \$3,000 from the Diocese for the moving expenses.

Request for Reimbursement: To receive reimbursement from the Diocese, please complete the following information, attach a copy of the moving expense receipt and proof of payment and send to the Diocesan Human Resources Office by email: lchow@toronto.anglican.ca, 135 Adelaide St. E., Toronto, ON M5C 1L8; fax: 416-363-7678;

Reason for Reimbursement: New appointment Retirement Death of Cleric

Name of Cleric: _____

Name of New Parish: _____

Total Amount of Moving Expenses: _____ Amount Paid by the Parish: _____

Date of Move: _____ Date Parish Paid Cleric: _____

THIS SECTION IS FOR INTERNAL USE ONLY

Amount to be Paid by the Diocese (to maximum of \$3,000): _____

Diocesan Approval: _____ Date: _____

Account Code: _____