



US/C2 MISSIONARIES RELOCATION GUIDELINES

RELOCATING HOUSEHOLD GOODS

The North American Mission Board (NAMB) recognizes that relocating household goods and valued possessions is important. Following are guidelines and instructions for moving.

GUIDELINES

1. The North American Mission Board (NAMB) expects US/C2 missionaries to be personally involved in the move process, to the field and from the field; i.e. missionary will handle the packing, loading, unloading, and unpacking, unless there are technical, physical, or other compelling reasons which will require a different method.
2. US/C2 missionaries are to do a “self-move” in order to minimize costs. If needed, rented equipment and materials (i.e. U-Haul, Ryder or Penske) for relocating household goods may be used.
 - ◆ Process:
 - a) Contact a local truck/trailer rental company for estimates.
 - b) Coordinate all aspects of the move with local supervisor and new employer.
 - c) Many US/C2 missionaries require some assistance from family or friends to help them complete their move.
NOTE: Contact the US/C2 manager at NAMB to request authorization to cover expenses for assistance of family or friends. Any expenses approved in this category are an exception.
 - d) Receipts are to be submitted to local supervisor when US/C2 missionary arrives at the place of service. Supervisor will work with the State Convention office to obtain reimbursement from NAMB (through the National Ministry Funding Process). Also work with the local supervisor and NAMB ministry area person if you need assistance with deposits and/or paying the bill for moving expense.
3. NAMB will pay the cost of moving per guidelines up to \$1,000.00. Additional reimbursement may be requested from the local supervisor but is not guaranteed.

RELOCATION TIPS

- ◆ Make reservations for equipment (truck, trailer, etc.) as early as possible to insure reasonable rate and equipment needed. Making arrangements one day prior to move is not advisable. Plan ahead. If move date changes, be sure to call the rental agency immediately to notify them and secure equipment for the new dates.
- ◆ Truck or trailer rental will normally be for ONE-WAY service.
- ◆ Accepting the daily charge for collision damage insurance for the vehicle is recommended. Cost of cargo and personal accident insurance for up to \$25,000 coverage if it is separate from the vehicle insurance is also recommended. Charges (if applicable) for liability coverage for the state-required financial liability limits insurance should be accepted. Liability coverage beyond what is required by state law should be declined.
- ◆ Storage is not provided by NAMB. If storage is necessary, a “do-it-yourself” warehouse is suggested to minimize personal expenses.

- ◆ Confirm rental equipment requested a few days prior to move.
- ◆ United Parcel Service or other common carrier trucking companies may be considered for relocation of possessions if the shipping charges are \$500 or less. Items must be securely packaged for shipment in this manner. Larger shipments would probably travel better and more economically in a rented truck or trailer. The US Postal service may be used only for very small shipments where this method will be cost effective.
- ◆ Automobiles will be moved only by driving them to the new location. Mileage will be reimbursed at a rate of the current IRS reimbursement allowance, via the most direct route. Meal and lodging expenses incurred during travel will be reimbursed based on receipts submitted to employer. Suggest keeping receipts in large envelope.
- ◆ Airline transportation is not permitted unless approved by US/C2 manager. Approvals for air travel are considered to exceptions for unique circumstances.
- ◆ Keep a list of emergency contact numbers during relocation. It is important that contact with supervisor is maintained prior to, during, and after the move.
- ◆ **Only eligible moving expenses will be reimbursed up to \$1000.**

NOTE: All expenses reimbursed or paid on your behalf will be included in the income amounts shown on the W-2 form at the end of the year. However, a deduction may be claimed for these amounts on income tax returns.