

## Moving Expenses

**Policy No. 451**

**Policy Statement:** Priests are entirely responsible to organize their move to a new assignment, including retirement.

The Archdiocese or the parish of departure will reimburse priests for moving expenses within the Archdiocese.

**Intent of Policy:** To assist priests who transfer to a new assignment or retire.

**Procedure:**

- a) As much as possible, priests will coordinate their move using their own resources or the resources available from the departing assignment, e.g., assistance and transportation from parishioners or family and friends.
- b) If necessary, professional moving services may be contracted.
  - Priests are to obtain at least two (2) written quotes, calculated by weight.
  - Priests are to pay the invoice of the professional moving company.
  - Priests may submit the receipt for reimbursement to the appropriate authority, e.g., parish of departure or Office of the Chancellor.
  - Reimbursement will be made to the priests for up to 4000 lbs.

**Refer to Policy:**  
No. 344 Mileage Reimbursement

**Refer to Appendix**  
No. 344I Mileage Expense Report