

## Request for Reimbursement of Relocation Expenses

The Pastoral Relocation Fund exists to assist with removal expenses incurred in relocating registered ministers. All churches and fellowships in affiliation with The Baptist Union of Queensland are eligible, subject to their regular contribution to the Pastoral Relocation Fund. Calling churches may claim 75% of the removal costs, less GST, to a maximum of \$4,000 every four years.

**Calling Church:** \_\_\_\_\_

**Newly Appointed Pastor:** \_\_\_\_\_

**Details of Relocation:**

**Moved from** \_\_\_\_\_ **to** \_\_\_\_\_

**Has the church paid the cost of relocation?** YES / NO **(Please circle)**

**Total cost of relocation:** \_\_\_\_\_ **(Please provide copy invoices)**

**Person completing the Request:** \_\_\_\_\_

**Role:** \_\_\_\_\_

**Preferred method of payment:**

- A cheque made out to the Church and forwarded to the Church Administrator
- A direct deposit into the church's Baplink account

**Please post this form and copy invoices to:**

Director of Administrative Services  
Queensland Baptists  
PO Box 6166  
Mitchelton QLD 4053

**Or email to:** [dapa@qb.org.au](mailto:dapa@qb.org.au)