

Southern Union Conference of Seventh-day Adventists Medical/Dental Department Financial Guidelines for Reimbursement

[Only baptized members of the Seventh-day Adventist Church are eligible for this program.]

- The local regional and state conferences together with the Southern Union Conference [SUC] provide the funds for this program*. [See Appendix B.]
- All applications will be processed through the SUC office.
- Application forms may be obtained by the following methods:
 - Email or phone Bonnie Davidson at the SUC office - bdavidson@southernunion.com or (770) 408-2135.
 - Online at www.southernunion.com/medical-dental. Drop down 'Departments' and click on 'Ministries/Services.' Scroll down to 'Medical Dental Ministries'. On the left upper corner of the home page you will see a box with an index. Click on 'Moving Allowance'. Once the page opens scroll to the bottom of the page and click on 'Application'.
- Applications are to be submitted within a reasonable amount of time once the move is completed.
- Medical/Dental professionals may apply only once to the SUC for moving/travel expense reimbursement.
- Only direct flights or flights involving transfers are acceptable. NO stopovers are permitted. If driving, only a direct route from point A (Home Address) to point B (New Address) is allowed.
- We reimburse hotel expenses up to \$200 per night for a maximum of four nights when moving from the West Coast to the SUC to practice.
- We reimburse dentists/physicians moving to the SUC whose moving expenses are not already being paid by a hiring organization. If the organization you will be joining pays for any part of your move, you are disqualified from this program.
- If a husband and wife are both doctors (physician and/or dentist), both may individually apply for reimbursement but receipts may be turned in only one time.
- Reimbursement will be made on presentation of original receipts that represent the actual expenses incurred from direct travel to and from appointed destinations. PLEASE DO NOT COMBINE WITH OTHER TRAVEL, IE., SIDE TRIPS, VACATION, ETC. These funds are given to help you relocate to the place of your new employment and/or training.
- Please make a copy of original receipts and retain the originals for your personal records.
- For already practicing dentists/physicians who are moving to the SUC please send in a copy of your license to practice with your application.
- These funds are available to Seventh-day Adventist physicians and/or dentists moving to the SUC.
- Exceptions to reimbursable expenses may be made on an individual basis as deemed allowable by SUC Director.
- Reimbursement includes: Hotel/motel, moving services for household goods, boxes, tape, packing materials, and gasoline for your personal vehicle or rental truck if you are moving yourself.
- Not included: food or per diem, mileage. [Type here]

(continued on next page)

- Completely fill out the two page application, make sure you sign the W-9 form on the second page and attach it, along with a photo, and your receipts to an email.
- The quickest way to be reimbursed is to include all of the above in an email to: bdavidson@southernunion.com.
- The maximum amount reimbursed is up to \$5000 per applicant. (Receipts required.)
- Or you can snail mail completed applications to:
 - Southern Union Conference of Seventh-day Adventists
 - ATTN: Bonnie Davidson – Medical/Dental Department
 - PO Box 923868
 - Peachtree Corners, GA 30010-3868

APPENDIX A
MEDICAL DENTAL DIRECTORS

- ❖ **SUC, Director** – Jim Davidson, Executive Secretary [j davidson@southernunion.com]
- ❖ **SUC Medical/Dental Dept** – Bonnie Davidson [bdavidson@southernunion.com or (770) 408-2135]
- ❖ **Local Conference Directors:**
 - **Carolina Conference** – Gary Moyer, Executive Secretary [gmoyer@carolinasda.com]
 - **Florida Conference** – Tim Goff, Executive Secretary {tim.goff@floridaconference.com}
 - **Georgia Cumberland Conference** – Chester Clark, Executive Secretary [cclark@gccsda.com]
 - **Gulf States Conference** – Martin Fancher, Executive Secretary [mfancher@gscsda.org]
 - **Kentucky-Tennessee Conference** – Steve Haley, President [president@kytn.net]
 - **South Atlantic Conference** – David A Smith, Executive Secretary [DASmith@sacsda.org]
 - **South Central Conference** – Vandeon Griffin, Executive Secretary [vgriffin@scc-sda.org]
 - **Southeastern Conference** – Pierre Francois, Executive Secretary [secretariat@secsda.org]

APPENDIX B

THE SOUTHERN UNION CONFERENCE

*The Southern Union Conference [SUC] is comprised of the following eight states: Alabama, North and South Carolina, Florida, Georgia, Kentucky, Mississippi and Tennessee.

These states comprise the following conferences which make up the SUC:

- ❖ **CAROLINA CONFERENCE** – North Carolina, with the exception of Cherokee County, and South Carolina.
- ❖ **FLORIDA CONFERENCE** – Florida, with the exception of Bay, Calhoun Escambia, Gulf, Holmes, Jackson, Okaloosa, Santa Rosa, Walton, and Washington Counties.
- ❖ **GEORGIA-CUMBERLAND CONFERENCE** – Georgia, Cherokee County in North Carolina, and Eastern Tennessee to the eastern boundaries of Cannon, Clay, Coffee, DeKalb, Franklin, Jackson, and Smith Counties.
- ❖ **GULF STATES CONFERENCE** – Alabama, Mississippi, and the following counties in Florida: Bay, Calhoun, Escambia, Gulf, Holmes, Jackson, Okaloosa, Santa Rosa, Walton, and Washington.
- ❖ **KENTUCKY-TENNESSEE CONFERENCE** – Kentucky and Western Tennessee to the eastern boundaries of Cannon, Clay, Coffee, DeKalb, Franklin, Jackson, and Smith Counties.
- ❖ **SOUTH ATLANTIC CONFERENCE** – Regional constituency of North Carolina, South Carolina, and Georgia, except that portion of Georgia south of and including the following counties: Appling, Baker, Ben Hill, Jeff Davis, McIntosh, Miller, Mitchell, Seminole, Telfair, Turner, Wayne, and Worth.
- ❖ **SOUTH CENTRAL CONFERENCE** – Regional constituency of Alabama and the portion of Florida lying west of the Apalachicola River, Kentucky, Mississippi and Tennessee.
- ❖ **SOUTHEASTERN CONFERENCE** – Regional constituency of Florida except that portion west of the Apalachicola River, and that portion of Georgia south of and including the following counties: Appling, Baker, Ben Hill, Jeff Davis, McIntosh, Miller, Mitchell, Seminole, Telfair, Turner, Wayne and Worth.