

REIMBURSEMENT GUIDELINES FOR PHYSICIANS OR DENTISTS MOVING TO THE SOUTHERN UNION

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

The local regional and state Seventh-day Adventist conferences together with the Southern Union Conference of Seventh-day Adventists [SUC] provide the funds for this program*. 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. Each applicant may receive up to a maximum of \$5000 in reimbursable expenses (with accompanying receipts).

1. All applications will be processed through the SUC office. 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. Fill out and sign the application and the W9 form. Attach a recent picture.
2. If the hiring organization you will be joining or working for pays for any part of your move, you are disqualified from this program.
3. 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.
4. If you are relocating for residency, please provide a copy of your match/acceptance letter or contract. For already practicing dentists/physicians who are moving to the SUC, send in a copy of your License to Practice with your application. You are also to provide a copy of your driver's license.
5. Reimbursement will be made on presentation of copied original receipts that represent the actual expenses incurred from direct travel to and from appointed destinations. Only direct flights or flights involving transfers are acceptable. NO stopovers are permitted. If driving, only a direct route from point A (Current Address) to point B (New Address) is allowed. PLEASE DO NOT COMBINE WITH OTHER TRAVEL, IE., SIDE TRIPS, VACATION, ETC.
6. We reimburse hotel expenses for a maximum of four nights when moving from the West Coast to the SUC for practicing physicians and dentists or those seeking residency or fellowship programs.
7. Reimbursable expenses include:
 - Lodging for the move and/or for interviews and house-hunting trips.
 - Moving/shipping services for household goods
 - Packing materials for the move, i.e., boxes, tape, Styrofoam, bubble wrap, etc.
 - Gasoline for your personal vehicle or rental truck if you are moving yourself
 - Shipping a personal vehicle [auto/motorcycle] if a moving service is moving you.
 - Travel expenses for interviews within the SUC
 - Travel expenses for house hunting trips within the SUC

Non-reimbursable expenses include:

- Food or per diem
- Mileage

Completely fill out the two-page application, making sure you sign the W-9 form on the second page and attach it, along with a photo, and a copy of your receipts and send to: emachado@southernunion.com.

*SEE APPENDIX A

**APPENDIX A
MEDICAL/DENTAL DIRECTORS**

SOUTHERN UNION DIRECTOR: ALLAN MACHADO, EXECUTIVE SECRETARY [amachado@southernunion.com]

ASSOCIATE DIRECTOR: ELSA MACHADO [emachado@southernunion.com]

STATE CONFERENCE EXECUTIVE SECRETARIES/MEDICAL DENTAL DIRECTORS:

CAROLINA CONFERENCE* - BRAD CAULEY [bcauley@nnec.org]

FLORIDA CONFERENCE* - TIM GOFF [timothy.goff@floridaconference.com]

GEORGIA CUMBERLAND CONFERENCE* - CHESTER CLARK [cclark@gccsda.com]

GULF STATES CONFERENCE* - MARTIN FANCHER [mfancher@gscsda.org]

KENTUCKY-TENNESSEE CONFERENCE* – STEVE HALEY (PRESIDENT) [president@kytn.net]

REGIONAL CONFERENCE EXECUTIVE SECRETARIES/MEDICAL DENTAL DIRECTORS:

SOUTHEASTERN CONFERENCE* - PIERRE FRANCOIS [secretariat@secsda.org]

SOUTHATLANTIC CONFERENCE* - DAVID A SMITH [dasmith@sacsda.org]

SOUTHCENTRAL CONFERENCE* - TOUSSAINT WILLIAMS [ttwilliams@scc-sda.org]

*See Appendix B

THE SOUTHERN UNION CONFERENCE OF SEVENTH-DAY ADVENTISTS

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.

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.

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.