

2025 PROFESSIONAL ALLOWANCE

For: Pastors, Teachers, and Conference Office staff

1. Up to \$350.00 may be saved on account in the conference office for up to 2 (two) years or a total of \$700.00. In case of tours of the Holy Land, Reformation, or SDA Historical sites, these funds may be saved up to 3 (three) years, or the equivalent of \$1,050.00.
2. Due to insurance liability requirements, overseas travel must be voted and approved by the Conference Officers and/or the Executive Committee prior to the trip.
3. These funds are to remain with the employee as long as he/she is employed by the Arkansas-Louisiana Conference. These funds *will not be redeemed* for cash value when an employee discontinues employment with the Arkansas-Louisiana Conference.

The following areas are eligible for the PA:

1. Travel

- Educational: Seminars, Educational classes, Books & publications including Online subscriptions - (*accrue a maximum of \$700 – 2 year*);
- Tours: Holy Land, Reformation, SDA Historical trips, and/or General Conference Session - (*accrue a maximum of \$1,050 – 3 years*).

2. Health (*accrue a maximum of \$700 – 2 year*)

- Membership to exercise – Club/gym, Wellness retreat, Exercise equipment for home use, Massage chair, Activity tracker i.e., Fitbit, iWatch, Garmin.

3. Creative (*accrue a maximum of \$700 – 2 years*)

- Camera and equipment, Art equipment, Woodworking tools, Crafts.

4. Electronic (*accrue a maximum of \$700 – 2 years*)

- Cell phone, iPad, Tablet, Laptop, Scanner, Printer, Software, Projector, Clicker, Laser pointer, Hard drive including Cloud-based storage.

Please list item(s) purchased: _____

Instructions: To receive reimbursement, attach paid receipts to this form and mail to the Arkansas-Louisiana Ministerial Department.

Name _____ Reimbursement Amount \$ _____

For Office Use Only

Date _____

Amount Approved _____

Ministerial Director _____