# The Methodist Church

*Methodist Church House*

*25 Marylebone Road*

*London NW1 5JR*

### Sabbatical Expense Form

Minister/Deacon ………………………………………………..….. Employee Ref. ……………

Dates of sabbatical ………………………………………………….… Circuit No. …………….

I have incurred the following expenses relating to my sabbatical:

|  |  |  |
| --- | --- | --- |
| Summary of Expenses  (Further analysis should be set out on the back of this sheet.) | Amount £ | Coding *(Finance use only)* |
| A. Maximum reimbursement of expenses allowed | £700.00 |  |
| *LESS:* |  |  |
| B. Expenses paid by circuit/district/local church  [amount in 7 overleaf]  *NB These will be reimbursed directly from the connexion*  *to the circuit/district/church as necessary – see below.* |
| C. Advance received |  |  |
| D. Balance now available for reimbursement  [calculated by deducting B and C from A] |  |  |
| E. Expenses paid by minister/deacon  (not previously received as advance)  [amount in 8 overleaf less amount in C above] |  |  |
| *Either* pay to minister/deacon (the lower figure of D or E) |  |  |
| *Or* refund by minister/deacon (if E is a negative figure) |  |  |

Signed …………………………………………………………….. Date ………………………

Approved ……………………………………………………………… Date ………………………

*(District Officer)*

Where there is a balance to repay, I agree that this may be recovered from my next quarterly stipend payment.

Where there is reimbursement to be made to circuit/district/church, circle which and give details:

Payee and address:

…………………………………………………………………………………………….

*For Connexional Use*

Return this form to:

Approved

***Payroll & Benefits Section***

***Methodist Church House***

***25 Marylebone Road***

#### London

***NW1 5JR***

##### Sabbatical Expense Form: Analysis of Expenses Claimed

Minister/Deacon ………………………………………………..….. Stipend Ref. ……...……..

Dates of sabbatical ………………………………………………….… Circuit No. …………….

|  |  |
| --- | --- |
| **Mileage** *[Note: Mileage should be reimbursed at the HMRC Approved Mileage Rates, currently 45 pence per mile. Please summarise below the details held on your daily log of mileage.]* |  |
|  |  |
|  |  |
| Total 1 |  |
| Other travel |  |
|  |  |
|  |  |
| Total 2 |  |
| **Accommodation** |  |
|  |  |
|  |  |
| Total 3 |  |
| Course and Retreat fees |  |
|  |  |
|  |  |
| Total 4 |  |
| Books |  |
|  |  |
|  |  |
| Total 5 |  |
| Other categories |  |
|  |  |
|  |  |
| Total 6 |  |

|  |  |
| --- | --- |
| **Total of the above (totals 1, 2, 3, 4, 5 and 6 added together)** |  |
| ***of which***  **7 reimbursed by district/circuit/local church** |  |
| **8 paid by minister/deacon (including advance received)** |  |