



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	£1000.00	
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
(District Officer)

Date

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:

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For Connexional Use

Return this form to:
Payroll & Benefits Section
Methodist Church House
25 Marylebone Road
London
NW1 5JR

Approved

Sabbatical Expense Form: Analysis of Expenses Claimed

Minister/Deacon Stipend Ref.

Dates of sabbatical Circuit No.

Mileage <i>[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.]</i>	
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)	