



# The Methodist Church

Methodist Church House  
25 Marylebone Road  
London NW1 5JR

## Sabbatical Expense Form

Minister/Deacon ..... Stipend 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)
<b>A.</b> Maximum reimbursement of expenses allowed	<b>£600.00</b>	
<b>LESS:</b>		
<b>B.</b> Expenses paid by circuit/district/local church [amount in 7 overleaf] <b>NB These will be reimbursed directly from the connexion to the circuit/district/church as necessary – see below.</b>		
<b>C.</b> Advance received		
<b>D.</b> Balance now available for reimbursement [calculated by deducting B and C from A]		
<b>E.</b> Expenses paid by minister/deacon (not previously received as advance) [amount in 8 overleaf less amount in C above]		
<b>Either</b> pay to minister/deacon (the lower figure of D or E)		
<b>Or</b> refund by minister/deacon (if D 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:

.....

**Return this form to:**  
**Formation in Ministry (CDIM)**  
**Methodist Church House**  
**25 Marylebone Road**  
**London**  
**NW1 5JR**

*For Connexional Use*

FIM

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# Sabbatical Expense Form: Analysis of Expenses Claimed

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

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

<b>Mileage</b> <i>[Note: Mileage should be reimbursed at the Fixed Profit Car Scheme Rate, currently 40 pence per mile. Please summarise below the details held on your daily log of mileage.]</i>	
Total 1	
<b>Other travel</b>	
Total 2	
<b>Accommodation</b>	
Total 3	
<b>Course and Retreat fees</b>	
Total 4	
<b>Books</b>	
Total 5	
<b>Other categories</b>	
Total 6	
<b>Total of the above (totals 1, 2, 3, 4, 5 and 6 added together)</b>	
<b>of which</b>	
7 reimbursed by district/circuit/local church	
8 paid by minister/deacon (including advance received)	