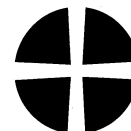


SABBATICALS AND MONEY



The following notes set out the position on payments and the procedures to follow for sabbatical expenses and other payments.

Sabbatical expenses

The maximum amount for sabbatical expenses is currently £600. The District Sabbatical Advisory Group should nominate someone to authorise the reimbursement of expenses and the payment of any sabbatical advances. SO 744

Sabbatical expenses will be paid:

- ❖ If they are agreed by the District Sabbatical Advisory Group before the sabbatical begins, **and**
- ❖ the claim is backed by receipts of actual expenditure, or for mileage, a extract from your mileage record, **and**
- ❖ on the appropriate forms, counter signed by the District Sabbatical Officer (or whoever is authorised in the district to counter sign them)

The District Sabbatical Officer will send forms to all those taking sabbaticals, but they should only be completed at the end of the sabbatical when all expenses are known.

Advances on Sabbatical expenses

When a large sabbatical expense is anticipated, it is possible to ask for an advance to cover the cost of that expense, e.g. airfares, course fees, retreat costs, etc. This advance can be for any amount to the maximum of £600.

Claims for an advance must be made on the forms supplied by the District Sabbatical Officer and returned to him/her for countersignature. If you have receipts please attach them to the form. If you receive receipts later, attach them to the expenses claim form.

Any part of the advance which is not spend during the sabbatical, and for which you do not have receipts, will be claimed back from the first stipend payment after your expenses claim has been approved.

Any advances or expenses will be paid directly in to the bank account your stipend is paid into. You will not receive a separate notification that it has been paid.

Stipends and costs during sabbaticals

During a sabbatical stipends and normal allowances will be paid, i.e. basic stipend and any additional allowances, such as a superintendents allowances.

Please be aware that if you leave your house empty for any length of time it may invalidate your house insurance. Check with your insurance company, as you may need to obtain an endorsement on your policy and pay an additional premium.

IF YOU HAVE ANY QUESTIONS ABOUT SABBATICAL EXPENSES OR AN ADVANCE, PLEASE CONTACT YOUR DISTRICT SABBATICAL OFFICER.