



# The Methodist Church

Methodist Church House  
25 Marylebone Road  
London  
NW1 5JR

## Request for Advance of Sabbatical Expenses

Minister/Deacon .....

Employee Ref.

Dates of sabbatical .....

Circuit No. ....

I request an advance of £..... relating to expenses that I expect to incur in connection with my forthcoming sabbatical.

At the end of my sabbatical, I shall submit an expenses claim against which this advance will be deducted.

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

Signed .....

Date .....

Approved .....  
(District Officer)

Date .....

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

*For Connexional Use*

Approved
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