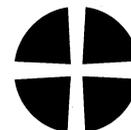


# SABBATICAL EXPENSE FORM: GUIDANCE NOTES



These notes are written to help you fill in the lilac expenses form at the completion of your sabbatical. The form may look complicated but this is the only way in which you can claim your expenses tax-free.

Use the front of the form to calculate your claim and please set out on the reverse side a detailed breakdown of all the expenses you have paid out. We need this breakdown to ensure we meet the requirements of HM Revenue & Customs. Please remember to attach all relevant receipts to the form.

These notes should help you complete the front of the form. We hope that the reverse for the form is self-explanatory. Each letter refers to the lettered box on the form:

- A. The current maximum reimbursement of expenses allowed is £1000.00 (as of 1/9/2015). This is pre-printed on the form.
- B. You must declare here any expenses that you have received from your local church, your circuit or your district. These expenses will be reimbursed directly to their source. There is space for you to set out the details of the payee and their address further down the form. This figure should also be included in section 7 on the reverse side of the form.
- C. You will need to include here details of any expenses advance which you have received from the connexion.
- D. Calculate here the amount to which you are now entitled by deducting any expenses paid locally and any advance which you may have received from the Connexion from the £1000.00.
- E. Here you need to write in the amount that you have spent, after deducting any expenses paid locally and any advance you have received. You can calculate this by deducting any advance received (C) from the figure in section 8 on the reverse. This may be less than the maximum amount now available (the figure that appears in D). [This is needed in order to verify the claim, and to help the church in setting future levels of reimbursement.]

The final total is the lower figure of D or E. If E is a negative figure, this is the amount you will need to repay.

This will be reimbursed to you by payment into your bank account, unless you are not in a circuit appointment when it will be sent to you by cheque. Where there is a balance to repay to the Connexion from an advance this will be recovered from your next stipend payment, or you will be asked to repay the amount by cheque if you are not in a circuit appointment.

Please sign the front of the form and complete all the details requested and send the form, together with all the receipts, to your District Sabbaticals Officer for counter signing.

If you have any further queries, please contact your District Sabbaticals Officer.