

STUDY LEAVE SCHEME - SINGLE REPORT FORM 2021

- **Reporting Form**
- **Expenses Claim**

This PDF form should be downloaded before completing. Please save the completed PDF form before attaching and emailing to: **studyleave@churchofscotland.org.uk**.

or, fill in a printed form clearly in ALL CAPS and send to the address below:

Study Leave
The Church of Scotland
Faith Nurture Forum
121 George Street
Edinburgh
EH2 4YN

www.churchofscotland.org.uk/ascend

Office Use Only

Date Received	Copy	Forecasting Tool	Receipts
TTG Report	MAS	TTG Auth Date	File
Treasurer Claim			



The Church of Scotland

REPORT FORM

Full Name	
Charge	
Presbytery	
Title of Study Leave Project	
Study Leave Actual Dates	
Number of days Study Leave	



In what ways did your Study Leave meet your objectives?
(400 words max)



What has changed due to your Study Leave?

Comments

MDC

Would you like more information on Ministerial Development Conversation?

YES NO



STUDY LEAVE EXPENSE CLAIM

A valid receipt for every item claimed must be included.

Full Name	
Charge	
Presbytery	
Title of Study Leave Project	
Study Leave Actual Dates	
Number of days Study Leave	
Course Fee	£
Accommodation Fees	£
Travel [Car mileage at 25p/mile]	
Resources	
Monies already claimed	£
Total reimbursement	£
<i>I hereby claim refund of the actual expenses incurred by me in attending the above course.</i>	
Signature	
Date	
Sort Code	
Account Number	

Please note that expenses claims must be submitted within 3 months of your study leave.

