



Diocese of Manchester

Priests Continuing Formation Commission

153 Ash Street P. O. Box 310 Manchester, NH 03105-0310
Tel. (603) 669-3100 Fax (603) 669-0377

POLICY ON THE REIMBURSEMENT OF FUNDS TO INDIVIDUAL PRIESTS FOR PROGRAMS OF ONGOING FORMATION/EDUCATION February 2009

Policy

■ Each active priest of the Diocese of Manchester is entitled to reimbursement of up to \$2,000 (*Sabbatical Programs excluded*) over a three-year period for expenses associated with individual programs and events of ongoing formation and education of the priest's choosing, including program registration fees, tuition, and accommodations. Travel expenses are not included in this benefit.

■ Each active priest's individual Continuing Formation Account is on record with the Office of Clergy Formation and reflects the balance of this benefit, the calculation of which begins with the first processed request for reimbursement and continues with the renewal of each individual's Account every three years thereafter.

How Do I Apply for this Benefit?

■ In order to ensure the integrity of this benefit, at least one month prior to the program/event each active priest is to submit to the Office of Clergy Formation a program brochure describing the program or event, including relevant fees and projected expenses for which he will apply for reimbursement to be approved by the Priests' Continuing Formation Commission (PCFC).

How Do I Receive Reimbursement for these Expenses?

■ Upon the completion of a program/event of ongoing formation/education, each active priest is to submit to the Office of Clergy Formation a completed Request for Funding Form [see *attached*], together with relevant receipts for accommodations, registration and tuition fees. The request will be processed by the Office of Clergy Formation and a reimbursement check will be issued as soon as possible. ***Please note that there will be no advance payment for such programs by the Office of Clergy Formation.***

Any questions or concerns in this regard should be directed to Rev. John Sledziona, C.M. jsledziona@rcbm.org or Mrs. Judith Christopher at the Office of Clergy Formation (603) 669-3100, Ext. 153 or jchristopher@rcbm.org.

