

# PASTOR TRAVEL REQUEST

FOR SOUTHEASTERN CALIFORNIA CONFERENCE OFFICE WORKERS

OUT OF THE FIELD TRAVEL ONLY. NOT A VACATION REQUEST FORM

Both copies of the form are to be submitted to the president's office 3 weeks before a scheduled trip (or as soon as you are aware of a need to travel outside of the conference). Requests are processed through Administrative Council. The purpose of this form is to create a record of authorized trips for Workman's Compensation Insurance coverage. For emergency travel, contact a conference administrator.

Name: \_\_\_\_\_

Church: \_\_\_\_\_

Dates away: \_\_\_\_\_  
(Include travel days)

Destination: \_\_\_\_\_  
(Letter of request for speaking appointment)

Trip Purpose: \_\_\_\_\_

Who will cover during absence: \_\_\_\_\_ Telephone: \_\_\_\_\_

Who Is Responsible for Expenses? \_\_\_\_\_

Senior Pastor Approval: \* \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Council: \_\_\_\_\_ Date: \_\_\_\_\_

\*If applicable

Beginning Balance \_\_\_\_\_ days

Requesting \_\_\_\_\_ days

New Balance \_\_\_\_\_ days