

Group Travel Authorization Request

Name: _____ Date: _____

Note: Use this request for all travel not covered by the monthly travel allowance. Submit it to the Conference Secretary for Administrative Council approval before any travel arrangements are made. For reimbursement, a copy of the approved request must be attached to the Monthly Report.

Meeting/Event: _____

Date: _____

City: _____ State _____

Sponsor (Pacific Union Conference, General Conference, seminar company, etc.):

Reason for request to attend/participate:

Persons participating:

Approximate costs:

Mileage _____

Other _____

TOTAL _____

Administrative Council (ADCO) Response: