

PASTOR TRAVEL REQUEST

Northern California Conference Workers
Out of the field travel only. Not a vacation request form.

This form is to be submitted to the Executive Secretary's office at least six 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. Available vacation days may be used if travel days exceed 14 days allotted)

Destination: _____
(Letter of request for speaking appointment must be attached)

Trip Purpose: _____

Who will cover
During absence: _____ **Phone:** _____

Who is responsible
For expenses? _____

Senior Pastor Approval*: _____ **Date:** _____

Administrative Council: _____ **Date:** _____

*If Applicable

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|-----------------|
| Office Use Only |
| BB _____ |
| RQ _____ |
| NB _____ |