

Travel Authorization Request

Name: _____ Date: _____

Note: Use this request for all travel not covered by the monthly travel allowance. Submit it to the Conference Executive 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:

Approximate costs:

Travel (airfare or mileage)	_____
Estimated lodging	_____
Estimated per diem	_____
Fees	_____
Car rental	_____
TOTAL	_____

Administrative Council (ADCO) Response:

Non-Departmental Employees must first have approval from their immediate supervisor before submitting to the Conference Executive Secretary for Administrative Council approval before any travel arrangements are made.

Supervisor's Signature

Date