

# Pastor

## 2024 Authorization for Travel Outside Arizona Conference



Please note: All out-of-conference travel must be authorized **PRIOR TO MAKING TRAVEL ARRANGEMENTS**. Requests should arrive in the Executive Secretary's Office at least **ten (10) days** prior to the planned date(s) of travel

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

Travel Destination: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Date(s) you will be out-of-conference: \_\_\_\_\_

Name and Address of Calling Organization: \_\_\_\_\_

Expense for this travel will be the responsibility of:

- Calling Organization. Send bill to: \_\_\_\_\_
- Arizona Conference
- Self
- Other: \_\_\_\_\_

Has your Church Board been informed of your traveling plans?  Yes  No

Signature of Employee:  Date:

### APPROVAL:

Administrative Committee Approval Granted, Date: \_\_\_\_\_

Administrative Officer: \_\_\_\_\_ Date: \_\_\_\_\_