

Departmental Travel Authorization

Office Exempt Employee

Outside Arizona Conference



Please note: Pacific Union-called meetings within Union territory **do not** require prior authorization. All other 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: _____

Signature of Employee: Date:

OFFICE USE ONLY

Approved

Not Approved

Administrative Officer

Date