

# 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: