

# 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:** \_\_\_\_\_

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