

Authorization For Travel Outside Arizona Conference



Arizona Conference
of Seventh-day Adventists
Executive Secretary
P.O. Box 12340
Scottsdale, AZ 85267-2340
480.991.6777 Phone
480.991.4833 Fax

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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 two (2) weeks 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: _____

Expenses for this travel will be the responsibility of:

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

Signature of Employee: _____ Date: _____

***REQUESTS SHOULD ARRIVE IN THE EXECUTIVE SECRETARY'S OFFICE AT
LEAST TEN (10) DAYS PRIOR TO THE PLANNED TIME OUT OF CONFERENCE.***

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Approval

Administrative Committee Approval Granted: Date: _____

Administrative Officer: _____ Date: _____