

# PASTORS TRAVEL REQUEST

For Southeastern California Conference Employees

Out of the Field Travel Only – This is not a vacation request form

Please submit this form and invitation letter to the President's Office at least three weeks before a scheduled trip (or as soon as you are aware of a need to travel outside of the conference territory). Requests are processed through Administrative Committee. 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 \_\_\_\_\_

DATES AWAY \_\_\_\_\_  
(INCLUDE TRAVEL DAYS)

DESTINATION \_\_\_\_\_  
(LETTER OF REQUEST FOR SPEAKING APPOINTMENT REQUIRED)

TRIP PURPOSE \_\_\_\_\_

INVITING CONFERENCE NAME \_\_\_\_\_

INVITING PERSON EMAIL ADDRESS \_\_\_\_\_

INVITING PERSON PHONE NUMBER \_\_\_\_\_

WHO WILL COVER DURING ABSENCE? \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

WHO IS RESPONSIBLE FOR EXPENSES? \_\_\_\_\_

SENIOR PASTOR APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

ADMINISTRATIVE COMMITTEE  
APPROVAL DATE

\_\_\_\_\_

## FOR OFFICE USE

Beginning Balance \_\_\_\_\_ Days

Requesting \_\_\_\_\_ Days

New Balance \_\_\_\_\_ Days