



SEVENTH-DAY ADVENTIST® CHURCH
SOUTH ATLANTIC CONFERENCE
SPECIAL TRAVEL EXPENSE AUTHORIZATION FORM
For Non-Employees

Guest _____

Date(s) _____

Location _____

Purpose of Trip _____

Lodging \$ _____

Per Diem _____ day(s) @ \$60.00 per day (Single) \$ _____

Per Diem _____ day(s) @ \$60.00 per day (Spouse) \$ _____

Public Transportation \$ _____

Personal Transportation _____ miles @ \$.55 per mile \$ _____

Vehicle Rental \$ _____

Other (itemize) _____ \$ _____

Total \$ _____

Guest's Signature _____ Date _____

Address (Including Apartment) _____

City _____ State _____ Zip _____

Signature of Conference Officer _____ Date _____

Conference Travel Policy: *If it is necessary to fly to where your meeting is being held, prior approval must be given by the department calling the meeting and an airline ticket must be purchased 14 days in advance in order to secure the best fare, reimbursements for Comfort Plus or like ticket with another airline. If renting a vehicle, the Conference will pay for gas only with receipts, and the cost for up to a full-size vehicle for a maximum of 2 days. This policy also provides for reimbursement up to \$175.00 (not including tax) for the cost of hotel stay related to the meeting.*