

Request for Out of District Travel

South Atlantic Conference of Seventh-day Adventists

Date of Request: _____

To: Elder David A. Smith, Executive Vice President

I am hereby requesting approval for the following dates of travel within the South Atlantic Conference territory:

Worker's Name: _____ Place of Service: _____

Travel Information

Dates of Travel:

Leave: _____ Return: _____

Destination: _____

Purpose of Trip: _____

Expenses to be paid by: _____

Worker's Signature: _____

Worker's cell number: _____ Home phone: _____

Approved: _____ Denied: _____ Date: _____

David A. Smith, Executive Vice President