

Request for Out of Conference Personal Travel

South Atlantic Conference of Seventh-day Adventists

(NOTE: If you are traveling out of your conference district and will be speaking or have received an invitation, the invitee **must** send a request to Executive Vice President for approval. Before traveling out of your conference territory, you **must** get approval from Administration **before** traveling.
(The conference is not responsible for any expenses.)

Date of Request: _____

To: The President and South Atlantic Conference Administration

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

Worker's Name: _____

Church and State you serve: _____

Church and State you serve: _____

Travel Information

Dates of Travel:

Leave: _____ Return: _____

Destination: _____

Purpose of Trip: _____

Pastor's Signature: _____

Worker's cell number: _____ Home phone: _____

Approved: _____ Denied: _____ Date: _____

David A. Smith, Executive Vice President