

# Departmental Travel Authorization

## Office Exempt Employee

### Outside Arizona Conference



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 **ten (10) days** 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expense for this travel will be the responsibility of:

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

Signature of Employee:  Date:

**OFFICE USE ONLY**

Approved

Not Approved

\_\_\_\_\_

Administrative Officer

\_\_\_\_\_

Date