

Office of Vice President

AUTHORIZATION FOR TRAVEL

Outside Southern California Conference Territory

Requests should be submitted to the office of Vice President
Please **Sign** your request and get any other signatures necessary!

NAME: _____ **E-MAIL** _____

TRAVEL TO: _____

PURPOSE: _____

TRAVEL DATES: _____

**NAME/ADDRESS
OF CALLING
ORGANIZATION:** _____

WHO PAYS? Calling organization; send bill c/o _____

Southern California Conference

Self Region Other _____

Date of Request

Signature of Applicant

Office use only
Date of approval _____

Region Director – Dept. Director - Date

Vice President

How many days of travel outside the territory have you used this year? _____

Pacific Union-called meetings within Union Territory do not need prior
Authorization; all out-of-conference travel must be authorized **PRIOR**
TO MAKING TRAVEL ARRANGEMENTS.