



POTOMAC CONFERENCE | Administration

606 Greenville Avenue, Staunton, VA 24401

Office (540) 886-0771 | Fax (540) 886-5734

<http://www.pcsda.org>

**SERVICE/TRAVEL REQUEST
PASTOR**

OUT OF CONFERENCE RELATED SERVICE/TRAVEL

(Policy allows the lesser of 6 trips or 18 days per year, including travel time)

INTERDIVISION SERVICE/TRAVEL REQUESTS MUST BE IN ACCORDANCE WITH NAD POLICY C12

(Please allow time for additional paper work to be completed)

Form is to be submitted to the Vice President for Administration's office 6 weeks before a scheduled trip (or as soon as you are aware service/travel outside of the conference is needed). Last minute requests may not be considered. This form must be completed for ALL out of conference related service/travel, even if an inviting organization has contacted the Conference Office first. The purpose of this form is to create a record of authorized trips for insurance purposes. For emergency service/travel, contact Jorge Ramirez, Vice President for Administration.

Name: _____ Date: _____

Church: _____

Departure Date: _____ Return Date: _____

Please check: ____ These dates do not conflict with any other conference event i.e. Pastors' Mtg., LEAD Mtg., Camp Meeting, P/T Convention or any other previously scheduled meeting with conference leadership.

Destination: _____
(Country, City, State)

Name of Inviting Institution: _____
(Submit letter of invitation)

Expenses paid by: _____

Trip Purpose: _____

*Who will cover during absence: _____ Telephone: _____

In Case of Emergency contact: _____

*Senior Pastor Approval: _____ Date: _____

*Hispanic Director's Approval: _____ Date: _____

FOR ADMINISTRATIVE USE	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	_____ Administrative Officer
Days/trips Taken To Date: _____	ADCOM Date: _____
Remaining Balance for this Year: _____	
Comments: _____	

*If Applicable
(Updated: 2/2012)