

# Request for Out of District Travel

*South Atlantic Conference of Seventh-day Adventists*

Date of Request: \_\_\_\_\_

**To:** Elder David A. Smith, Executive Secretary

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

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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 Secretary