

2020 Authorization for Travel Outside Arizona Conference



Please note: All 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:

APPROVAL:

Administrative Committee Approval Granted, Date: _____

Administrative Officer: _____ Date: _____