

# OUT OF CONFERENCE TRAVEL FORM

**Pastors are allowed time off (aside from their vacation time) for special functions such as evangelism, weeks of prayer, outreach and revival activities. Any requests beyond two weeks per year will be referred to the Officers' Council for consideration.**

**Any time a Pastor agrees to work outside of the Conference for special functions, an OUT OF CONFERENCE TRAVEL FORM is required to be filled out by the Employee and returned to the Executive Secretary's Office.**

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

Name: \_\_\_\_\_

Event Description and Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Event: \_\_\_\_\_

Date Leaving CCC and Date Returning to CCC: \_\_\_\_\_

Authorization From Your  
Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Secretary: \_\_\_\_\_ Date: \_\_\_\_\_