

OUT OF STATE TRAVEL APPROVAL FORM
The Executive Committee of the Baptist Convention of the State of Georgia

DATE OF REQUEST: _____ **MINISTRY AREA:** _____

REQUESTOR: _____

PURPOSE OF TRAVEL:

PLACE OF MEETING: _____

DEPARTURE DATE: _____ **RETURN DATE:** _____

ESTIMATED TOTAL OF EXPENSES: _____

ARE OTHERS FROM GEORGIA INVOLVED? If yes, please state who.

ARE THERE PLANS FOR SHARING TRANSPORTATION: _____

Will expenses be paid by Ministry Department? _____

If no, then who will pay the expenses? _____

Expenses will be paid as follows:

<u>Type</u>	<u>Payee</u>	<u>Amount</u>	<u>Account #</u>
Meals	_____	_____	_____
Auto	_____	_____	_____
Airline Travel	_____	_____	_____
NOTE: Airline travel must be approved by VPO/VPM and CEO prior to buying ticket.			
Lodging	_____	_____	_____
Other expenses	_____	_____	_____

Request for approval must be submitted no later than 30 days prior to the date of meeting. The approved form is to be attached to the monthly expense statement upon which the trip was reported for reimbursement. A copy of approved form must accompany all expenses.

Ministry Specialist: _____ **Date:** _____

VPO/VPM: _____ **Date:** _____

If travel consists of airline tickets or out of country then the Executive Director (CEO) must sign prior to purchasing airline tickets.

CEO: _____ **Date:** _____