

Request To Attend Teaching Seminar, Conference, or Training Session

Your Name	Today's Date
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Conference Title?	Cost of Conference? (per person)
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Conference Location?

Conference Date(s)?

Who will attend the conference? (List names on back, & include the total number of people attending)

Will you require transportation?

Will you require a place to stay overnight? (If yes, for how many people? For how many nights?)

Other requests?

Conference approved?		YES	Transportation approved?		YES	Hotel stay approved?		YES
		NO			NO			NO

Pastor's Signature

Pastor's Comments:

The Pastor or Board of Directors have decided that **Event Expenses** (including conference cost, gas, hotel) will be paid:

_____ using church funds

_____ using special account funds from _____.

_____ with donations from event participants. Please collect \$ _____ from each participant, **in advance!**

Please attach brochures, website printouts, and other literature containing conference details & descriptions.

ALL REQUESTS MUST BE SUBMITTED ONE MONTH IN ADVANCE.