



CATHEDRAL & CHAPELS

Travel Request

Completed Forms (with proper signatures) to Travel@kingscentral.net

Please submit 3 months prior to travel.

Today's Date: _____

Requested by: _____ Contact #: _____

Congregation/ Department charged: _____ Purpose of Travel: _____

Air Travel Request

Legal Name (On Federal ID): Please be sure to fill out Credit Card information for all other travelers.

Last Name	First & Middle Name	Date of Birth
International Travel ONLY: Passport Number:		Issuing Country:
Last Name	First & Middle Name	Date of Birth
International Travel ONLY: Passport Number:		Issuing Country:
Last Name	First & Middle Name	Date of Birth
International Travel ONLY: Passport Number:		Issuing Country:
Flight Information: **You may not get the exact flights requested, but will be contacted by travel team.***		
Suggested Itinerary		
Departure Date & Time	From City	To City
Return Date & Time	From City	To City

Hotel Request

Car Request

Arrival Date:		<i>Our Policy is Economy/Standard cars</i>	
Departure Date:		Arrival Date:	
Number of Adults:		Departure Date:	
Amount of nights charged to the church?		Amount of nights charged to the church?	

Credit Card Information

All travel not paid by King's will be immediately charged when booked.

Name on Credit Card			
CC#	Exp. Date:	CVV	

OFFICE USE ONLY

Flights

- Booked:
 - o Cost \$ _____
 - o Airlines _____
 - o Flight # _____

Total Charged on CC:\$ _____

Hotel

- Booked:
 - o Cost \$ _____
 - o Hotel _____

OFFICE USE ONLY

Car

- Booked:
 - o Cost \$ _____
 - o Company: _____
- Travel Team
 - Booked
 - Notified Traveler _____
 - Pay CC
- Finance Office
 - Transfer & Pay CC
 - Book & Reconcile

Approval Signatures

Site Pastor

Regional Pastor

Senior Global Pastor