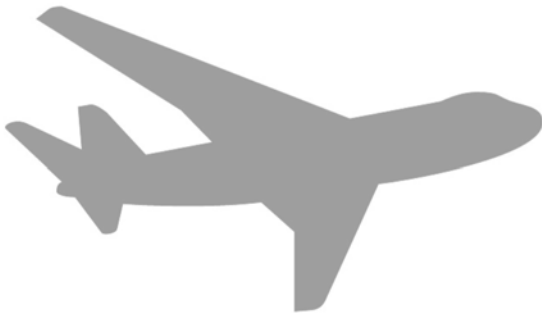


Traveling on District business?  
Follow the steps below!



## Business Travel

Conferences, Workshops,  
Trainings, Etc.



STOP

- Do not register yourself for any business workshops or conferences, even if they are free
- Do not make your own hotel, flight or other travel arrangements



STEP 1

- Start with the Conference Request form. Follow all instructions and fill in all fields, including required signatures. Remember this form is simply a *request* and nothing is approved until processed by the DO.



STEP 2

- Submit the Conference Request form to Brooke in the District Office at least 14 days prior to departure.



STEP 3

- Brooke will register you for the training, book your hotel, flight, rental car, process meal allowances and make all other arrangements. You will be given a packet with all details before your departure.