

This form must be on file with Denton Bible Church Administration **BEFORE** attending any conference, workshop, seminar, and/or church networking for which reimbursement for expenses is expected. This will indicate that funds are available and that attendance is based upon the needs of the individual's position and in alignment with the doctrinal statement and distinctives of Denton Bible Church.

ATTACH A COPY OF THE CONFERENCE REGISTRATION FORM and a description of the conference, a description of the workshops and/or seminars, or a doctrinal statement from the church you will network with.

NAME(S) OF ATTENDEES:	EMAIL:
	MINISTRY NAME:
CONFERENCE DATES: _____ TO _____	DESTINATION:
WHO WILL CONDUCT MINISTRY IN YOUR ABSENCE?	
WHAT IS THE PURPOSE OF THIS CONFERENCE:	
IN WHAT SPECIFIC WAYS WILL THIS CONFERENCE IMPACT YOUR MINISTRY? PROVIDE AN IMPACT STATEMENT OF EFFECT IF THE CONFERENCE IS NOT APPROVED.	
RATIONALE FOR SELECTION OF CONFERENCE LOCATION: (PROVIDE A RATIONALE AND JUSTIFICATION FOR SITE SELECTION; REASON WHY OTHER LOCATIONS FOR SIMILAR CONFERENCES WERE NOT CHOSEN; AND CERTIFICATION THAT THE SITE SELECTED IS THE MOST COST-EFFECTIVE CONSIDERING COSTS SUCH AS TRAVEL AND CONFERENCE LOGISTICS.)	
SOURCE OF FUNDS: <input type="checkbox"/> To be paid from a cash advance from a DBC account. Acct. No: _____ Estimated Cost: \$ _____ <input type="checkbox"/> To be paid by the attendee and reimbursed from a DBC account. Acct. No: _____ Estimated Cost: \$ _____ <i>(Please provide supporting documentation for the estimated cost.)</i>	
Signature: _____ Date: _____	

Approve: ☐ Yes ☐ No _____
Finance Board Date

Approved Account No: _____

Comments: _____

Forward the form to the Finance Board for approval. A copy of the completed form will be returned to you.

ATTACH A COPY OF THIS COMPLETED FORM TO TRAVEL REIMBURSEMENT FORMS OR CASH ADVANCE RECONCILIATION FORMS.