

For The Way of the U.S.A. Office Only

Faxed to Limb on \_\_\_\_\_

Cabinet Approval \_\_\_\_\_

Approval needed??? YES!

### Headquarters Staff Vacation Contact Sheet

Please return to The Way of the U.S.A. Office  
no later than three weeks before scheduled vacation

Name \_\_\_\_\_

Scheduled Vacation Time \_\_\_\_\_

Traveling with \_\_\_\_\_

Flying

Driving

Location \_\_\_\_\_

Dates \_\_\_\_\_

Person Visiting \_\_\_\_\_

Visiting a Disciple yes  no

Location \_\_\_\_\_

Dates \_\_\_\_\_

Person Visiting \_\_\_\_\_

Visiting a Disciple yes  no

Location \_\_\_\_\_

Dates \_\_\_\_\_

Person Visiting \_\_\_\_\_

Visiting a Disciple yes  no

I will \_\_\_\_\_ will not \_\_\_\_\_ be visiting a household fellowship while on vacation.

Location of the household fellowship and name of the coordinator \_\_\_\_\_

Comments:

VACATION/WEEKEND ITINERARY

Name: \_\_\_\_\_

Page number: \_\_\_\_\_

Cabinet Overseer: \_\_\_\_\_

Department: \_\_\_\_\_

**Traveling Information**

Dates/Times: from: \_\_\_\_\_ to: \_\_\_\_\_

Traveling (if applicable): from: \_\_\_\_\_ to: \_\_\_\_\_

Means of travel/flight info: \_\_\_\_\_

Travel partner(s): \_\_\_\_\_

**Accommodations**

Person (Name & relationship): \_\_\_\_\_

Hotel/Motel (Name): \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Other Comments: \_\_\_\_\_

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