

November 12, 2019

Dear Church Leaders,

This is a friendly reminder of our online form that aid in processing requests for General Conference employees to visit the North American Division territory as outlined in *GC Working Policy BA 65 Interdivision Travel*. We would like to inform you again of this form and to see you use it.

BA 65 05 Travel by General Conference Employees—1. *Requests from Divisions*—When the officers of a division make a request for a visit of a General Conference employee, the recipient division shall contact the head of the General Conference department or service entity directly to formalize the arrangements. Authorization for travel shall be given by the department head, in harmony with the terms of reference regarding Interdivision Travel for the cost center involved, and communicated to the division officers by the department head.

2. *General Conference Initiated Requests*—When the General Conference officers feel that the work in a division would be benefited by a visit from General Conference personnel, or when General Conference departments have individuals available for interdivision visits or when suggestions come in from division department directors that a visit would be appreciated, the head of the General Conference department concerned shall inform the division officers, making suggestions as to the directors available for and the time of such visits. No commitments shall be made by the department to the division concerned until the officers of the division make an official request for the visit.

4. *Official Correspondence*—After the General Conference department director has communicated to the division officers the authorization for the visit, the individual concerned shall carry on the necessary correspondence with the division regarding the arrangements for the visit.

5. *Travel Expenses*—Travel expenses of General Conference employees are borne by the General Conference.

We believe that this policy, when followed by all of us, would undoubtedly increase a spirit of mutual respect and cooperation, which we've been enjoying.

If there is a GC employee, including personnel from GC entities, who plans to visit NAD territory (Conference, Union, or Denominational Entity Event), he or she must complete the GC Employee to NAD Territory form to notify the NAD, and for proper processing and approval. This form functions similar to the Inter-Division Service

Requests; it routes to the specific entity (conference, union, or institution) the GC employee would like to visit and to the North American Division Secretariat department for the final approval decision.

You'll find the link to the form on our NAD Secretariat website, www.nadsecretariat.org, under the "Services/Initiatives" drop-down.

We appreciate your participation as we begin this online process to align with GC Policy. If you have questions about the process, please reach out to, Valerie Robbins at ValerieRobbins@nadadventist.org.

Thank you,

NAD Secretariat
North American Division