

**Government of the Virgin Islands of the United States**

**Department of Education**

**#1834 Kongens Gade**

**Charlotte Amalie, St. Thomas, U.S. Virgin Islands**

**Government Transportation Request/Authorization**

**(Travel within the U.S. Virgin Islands)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TO:** **Sharon Ann McCollum, Ph.D.**

 Commissioner **GTR#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**From: Colleen Mae Williams**

 Insular Superintendent

**Date: October 31, 2016**

**Subject: Travel Request Authorization**

**Authorization for inter-island travel is requested for:**

Johnny Doe-Student James John-Chaperone Julian Doe-Student Jason Foxx-Chaperone

James Doe- StudentJerry Doe-Student Jaime Doe-Student

 Jane Doe-Student Jimmy Doe-Student Jill Doe-Student

**Travel FROM \_ St. Thomas \_\_\_ St. Thomas \_ \_\_ St. Croix**

**Travel TO \_ St. Croix \_\_\_ St. John \_X\_ St. Thomas**

**Scheduled Depart**: \_\_\_\_\_\_\_ **Scheduled Return**:

**Purpose (Goal & Strategy that Travel Supports) or Meeting:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate Cost of travel:

 **Airline Cost:** $

**Per Diem:** $

 **Hotel:** $ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Other:** $

**Total Cost** $\_ \_\_\_\_\_\_\_\_\_\_\_\_

**Airline:**  Seaborne Airlines

**Account Title: Inter Scholastic Sport Account Code:**  0 \_\_\_\_ **OBJ** 560000

**Justification for Overnight Stay:** 🞎To catch up on work in the office 🞎 Attend late meeting 🞎 Attend function

🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submitted by: \_\_\_\_\_\_\_\_\_\_ \_\_ \_\_\_\_\_\_\_\_\_\_**

**Name Signature Date**

**Checked for availability of funds: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Certifying Officer Date**

**Leadership Team Member w/oversight for Division/Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

**Colleen Williams, Insular Superintendent Date**

**Approved/Disapproved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Sharon Ann McCollum, Ph.D. Date**

 **Commissioner**