



# Wayne County School District

Preparing Tomorrow's Leaders Today



Superintendent of Education  
Bobby Jones

810 Chickasawhay Street  
Waynesboro, MS 39367

Phone: (601) 735-4871 · Fax: (601) 735-4872

Amy Brown, District 1  
Wilma Taylor, District 2  
George Alsworth, District 3  
Al Smith, District 4  
Robert Dean, District 5

Deputy Superintendent  
Tyrone Marshall

Board Attorney  
Marcus Evans

<http://www.wayne.k12.ms.us>

## Personnel Travel Request

Principal \_\_\_\_\_ School \_\_\_\_\_ Date \_\_\_\_\_

Personnel Requesting Travel:

_____	_____
_____	_____
_____	_____
_____	_____

Date of Travel: \_\_\_\_\_

Place of Workshop: \_\_\_\_\_

Is the Travel required? \_\_\_\_ Yes \_\_\_\_ No By whom (Attach a copy of the travel notification form)

Does the workshop enhance Professional Growth or System Enhancement? Circle the one that applies.

Description of how the workshop enhances professional growth: \_\_\_\_\_

\_\_\_\_\_

Description of how the workshop enhances the System: \_\_\_\_\_

\_\_\_\_\_

How will the trip be funded? Be Specific \_\_\_\_\_

\*\*\*\*\*

Person Making Request: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approved: \_\_\_\_ Yes \_\_\_\_ No Date: \_\_\_\_\_