

Tommy Branch  
Superintendent of Education

Lynn Revette  
Assistant Superintendent

# Wayne County School District

810 Chickasawhay Street  
Waynesboro, MS 39367

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

Amy Brown, District 1  
Wilma Taylor, District 2  
George Alsworth, District 3  
Al Smith, District 4  
Dorcus Reynolds, District 5  
Marcus Evans, Board Attorney

## Personnel Travel Request

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

Personnel Requesting Travel:

_____	_____
_____	_____
_____	_____
_____	_____

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

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

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

The workshop enhances  Professional Growth or  System Enhancement. Check 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/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

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