

**TRAVEL REQUEST FORM**

School/Department: Vancleave High School

Employee's Name: Alanha Johnson and Emma Wages

Type of Travel: Non-Local

Start Date of Trip: 06/01/2026                      End Date of Trip: 06/04/2026

Destination:              City: Hammond                      State: LA

Trip/Name of Workshop: Universal Dance Association Camp

**ITEMS NEEDING FUNDING** *(Check all that apply)*

- Registration Fee              Vendor Name:  
*(Fee schedule required)*              Amount:
  
- Hotel                              Vendor Name:  
*(Confirmation or quote required)*              Amount:
  
- Rental Vehicle                  Vendor Name:  
*(Two quotes required)*                              Amount:
  
- Mileage Reimbursement *(Personal Vehicle) OR*
- Fuel Reimbursement *(School or Rental Vehicle) Not to exceed:*
- Meals *(overnight stay required) (calculated per DFA rates) Not to exceed:*
- Airfare *(including baggage fees) (two quotes required) Not to exceed:*
- Taxi, Shuttle, or other transportation
- Parking
- Other *(specify):*    Permission for VHS Dance Team to travel out of state

**COST SOURCE REQUESTED**              Select One

Employee's Signature                      Alanha Johnson  
(by signing, the employee acknowledges having read the JCSD Travel Policy DJDAA and the JCSD Travel Procedure's Manual)  
Alanha Johnson (Apr 2, 2026 07:47:25 CDT)

Principal's Signature:                      [Signature]  
Raina Holmes (Apr 2, 2026 08:29:10 CDT)

Director's Signature:                      [Signature]  
Dean Lepoma (Apr 2, 2026 08:31:34 CDT)

Assistant Superintendent's Signature: [Signature]  
Christopher Lebatard (Apr 2, 2026 09:56:44 CDT)

Superintendent's Signature: \_\_\_\_\_





# Travel Request Form VHS Dance Team to Hammond, LA


Final Audit Report

2026-04-02

Created:	2026-04-02
By:	Michelle Magee (mmj3091@jcsd.ms)
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## "Travel Request Form VHS Dance Team to Hammond, LA" History

-  Document created by Michelle Magee (mmj3091@jcsd.ms)  
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-  Document emailed to ajj3709@jcsd.ms for signature  
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-  Email viewed by ajj3709@jcsd.ms  
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-  Signer ajj3709@jcsd.ms entered name at signing as Alanha Johnson  
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 Agreement completed.

2026-04-02 - 2:56:44 PM GMT