

TRAVEL REQUEST FORM

School/Department: Vancleave Lower Elementary School

Employee's Name: Tammy McGarity

Type of Travel: Non-Local

Start Date of Trip: 12/14/2026

End Date of Trip: 12/14/2026

Destination: City: Mobile

State: AL

Trip/Name of Workshop: 3rd grade field to the Exploreum

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): Field Trip to the Exploreum in Mobile, AL

COST SOURCE REQUESTED

Other (specify below)

District Field Trip Funds

Employee's Signature

(by signing, the employee acknowledges having read the JCSD Travel Policy DJDAA and the JCSD Travel Procedure's Manual)

Tammy McGarity
Tammy McGarity (10/14/2026 11:34:22 CDT)

Principal's Signature:

Amata Sobli

Director's Signature:

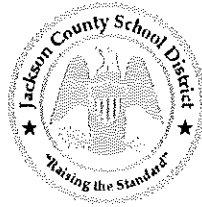
Assistant Superintendent's Signature:

Montgomery Noblitt
Montgomery Noblitt (10/14/2026 12:29:56 CDT)

Superintendent's Signature:

Insert Board
Approved
Stamp Here

PRINT



FIELD TRIP REQUEST

School: Vancleave Lower Elementary

Name of Organization: _____

Person in Charge: Tammy McGarity

Chaperone(s): Paula McQueen, Andrea Oliver, Kelsey McKey, Jamie Cummings, Jodi Miller, Courtney Cox, Kari Cheramie

Dates of Trip: December 14, 2026

Destination(s): Exploreum in Mobile, AL

Lunch Venue: none

Student Cost: 14.00 per student

Purpose of trip and standards related to course: Science of engineering, Earths Resources E.3.10, Earths features E.3.7B and Earths atmosphere E.3.9

Request by Teacher/Sponsor: Tammy McGarity Date: 10/01/26

Principal: Krista Sablich Date: 10/1/26

Special Education Director: _____ Date: _____
(If Special Education trip, include the Special Education Director)

Assistant Superintendent: Montgomery Noblitt Date: 10/02/2026

*Once Approved, complete the district field trip (bus) form, attach this document, and turn in to the principal.

Signature: Tammy McGarity
Tammy McGarity (10/01/2026 13:46:08 CDT)

Email: tmj3192@jcsd.ms

Signature: Montgomery Noblitt

Email: ksj172@jcsd.ms

Signature: Montgomery Noblitt
Montgomery Noblitt (10/02/2026 09:20:07 CDT)

Email: mnj3950@jcsd.ms