

TRAVEL REQUEST FORM

School/Department: Vancleave High School

Employee's Name: Nicholas Lambes

Type of Travel: Local

Start Date of Trip: 11/20/2025

End Date of Trip: 11/22/2025

Destination: City: Hattiesburg

State: MS

Trip/Name of Workshop: Mississippi Music Educators Association Conference

ITEMS NEEDING FUNDING (Check all that apply)

☐

Registration Fee

(Fee schedule required)

Vendor Name:

Amount:

☒

Hotel

(Confirmation or quote required)

Vendor Name: Courtyard By Marriott

Amount:

258.00

☐

Rental Vehicle

(Two quotes required)

Vendor Name:

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:

68.00

☐

Airfare (including baggage fees) (two quotes required) Not to exceed:

☐

Taxi, Shuttle, or other transportation

☐

Parking

☐

Other (specify):

COST SOURCE REQUESTED

Activity

1154-900-1920-00-580-20-0102

Employee's Signature

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

Nicholas C. Lambes

Nicholas C. Lambes (Sep 8, 2025 07:35:06 CDT)

Principal's Signature:

Raina Holmes

Raina Holmes (Sep 8, 2025 07:46:24 CDT)

Director's Signature:

Dean Lepoma

Dean Lepoma (Sep 8, 2025 07:57:45 CDT)

Assistant Superintendent's Signature:

Superintendent's Signature:

Insert Board
Approved
Stamp Here












Travel_Request_Form_ VHS Choir Director

Final Audit Report

2025-09-08

Created:	2025-09-05
By:	Michelle Magee (mmj3091@jcsd.ms)
Status:	Signed
Transaction ID:	CBJCHBCAABAA5EW4m4hAIWVlKq6Mj-rU7qzs-reDqwi1

"Travel_Request_Form_ VHS Choir Director" History

-  Document created by Michelle Magee (mmj3091@jcsd.ms)
2025-09-05 - 2:54:36 PM GMT
-  Document emailed to nlj3195@jcsd.ms for signature
2025-09-05 - 2:57:14 PM GMT
-  Email sent to mmj@jcsd.ms.us bounced and could not be delivered
2025-09-05 - 2:57:22 PM GMT
-  Email viewed by nlj3195@jcsd.ms
2025-09-08 - 12:34:20 PM GMT
-  Signer nlj3195@jcsd.ms entered name at signing as Nicholas C. Lambes
2025-09-08 - 12:35:04 PM GMT
-  Document e-signed by Nicholas C. Lambes (nlj3195@jcsd.ms)
Signature Date: 2025-09-08 - 12:35:06 PM GMT - Time Source: server
-  Document emailed to Raina Holmes (rhj1911@jcsd.ms) for signature
2025-09-08 - 12:35:08 PM GMT
-  Email viewed by Raina Holmes (rhj1911@jcsd.ms)
2025-09-08 - 12:45:39 PM GMT
-  Document e-signed by Raina Holmes (rhj1911@jcsd.ms)
Signature Date: 2025-09-08 - 12:46:24 PM GMT - Time Source: server
-  Document emailed to Dean Lepoma (dlj211@jcsd.ms) for signature
2025-09-08 - 12:46:25 PM GMT
-  Email viewed by Dean Lepoma (dlj211@jcsd.ms)
2025-09-08 - 12:57:22 PM GMT



Document e-signed by Dean Lepoma (dlj211@jcsd.ms)

Signature Date: 2025-09-08 - 12:57:45 PM GMT - Time Source: server



Document emailed to Christopher Lebatard (clj3941@jcsd.ms) for signature

2025-09-08 - 12:57:47 PM GMT



Email viewed by Christopher Lebatard (clj3941@jcsd.ms)

2025-09-08 - 4:00:15 PM GMT



Document e-signed by Christopher Lebatard (clj3941@jcsd.ms)

Signature Date: 2025-09-08 - 4:01:02 PM GMT - Time Source: server



Agreement completed.

2025-09-08 - 4:01:02 PM GMT



Adobe Acrobat Sign