

TRAVEL REQUEST FORM

School/Department: Federal Programs

Employee's Name: Dr. Kimberly Williams

Type of Travel: Non-Local

Start Date of Trip: 05/13/2025

End Date of Trip: 05/14/2025

Destination: City: Jackson

State: MS

Trip/Name of Workshop: MDE EDGAR policies and procedures revisions special training

ITEMS NEEDING FUNDING (Check all that apply)

- ☐ Registration Fee Vendor Name:
(Fee schedule required) Amount:
- ☒ Hotel Vendor Name: Hilton Jackson
(Confirmation or quote required) Amount: \$ 149.49
- ☐ 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: \$ 102.00
- ☐ Airfare (including baggage fees) (two quotes required) Not to exceed:
- ☒ Taxi, Shuttle, or other transportation
- ☒ Parking
- ☐ Other (specify):

COST SOURCE REQUESTED Title I

Cost Pool

Employee's Signature

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

Principal's Signature: _____

Director's Signature: _____

Assistant Superintendent's Signature: _____

Superintendent's Signature: _____

Montgomery Noblitt
Montgomery Noblitt (Apr 22, 2025 13:00 CDT)

Insert Board
Approved
Stamp Here



Leslie Tillman <ltj551@jcsd.ms>

Fwd: EDGAR Essentials: Policy and Procedure Overhaul

1 message

Kimberly Williams <kwj2420@jcsd.ms>
To: Leslie Tillman <ltj551@jcsd.ms>

Tue, Apr 22, 2025 at 8:11 PM

Sent from my iPhone

Begin forwarded message:

From: Federal Programs <jnelson@mdek12.org>
Date: April 22, 2025 at 4:14:33 PM CDT
To: kwj2420@jcsd.ms
Subject: EDGAR Essentials: Policy and Procedure Overhaul
Reply-To: jnelson@mdek12.org



Greetings,

The Mississippi Department of Education's Office of Federal Programs will host a specialized training focused on updating local policies and procedures in alignment with the revised Education Department General Administrative Regulations (EDGAR).

Strong, up-to-date policies and procedures are critical to the effective management of federal grants. Recent amendments to EDGAR—including changes to procurement requirements, conflict of interest disclosures, and time and effort documentation—require immediate attention from grant recipients to ensure compliance. As federal regulations continue to evolve, maintaining clear and compliant procedures is essential for audit readiness, risk mitigation, and the sustainability of grant-funded initiatives.

Click [here](#) to register for the “**EDGAR Essentials: Policy & Procedure Overhaul**”

Date: Tuesday, May 13, 2025

Time: 8:30 a.m. – 5:00 p.m.

Location: Hilton Jackson

1001 E. County Line Rd.

Jackson, MS 39211



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