

**HAZLEHURST CITY SCHOOL DISTRICT**  
**119 Robert McDaniel Drive**  
**Hazlehurst, MS 39083**

**Mr. Cloyd Garth Jr., Superintendent**

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## **TRAVEL AUTHORIZATION and REIMBURSEMENT**

### **Procedures**

- Request permission at least two (2) weeks prior to travel (Three [3] weeks if out of state) by submitting a Travel Authorization form.
  - Form should be submitted to your Supervisor/Principal.
  - Your Supervisor/Principal will forward the request to the Central Office for the Superintendent's approval.
  - The Superintendent will forward the request to the Business Office.
- Once all required approvals are received, a signed copy will be returned to the employee requesting travel authorization.
- Once the signed copy is received, submit a purchase requisition for any fees to be paid by the district (i.e. registration fees) along with any supporting documentation.
  - Please attach a copy of all registration information.
- If a check is required prior to beginning date of travel please indicate on the purchase requisition.
- After travel has occurred, complete the Request for Reimbursement.
- A refund check will be issued on the regularly scheduled claims docket following submission of reimbursement request.