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TO ALL DISTRICT EMPLOYEES

(Please disregard Travel Form dated 01-07-20. It is no longer in use) .

The attached revised fillable Travel Form dated 01/17/20 is now in effect and will be required in the Assessment & Curriculum's office thirty days **prior** to your travel. **(PLEASE NOTE THE MILEAGE RATE HAS CHANGED TO 0.46 PER MILE)**

Before submitting your travel form three (3) signatures are required on your travel form: 1) employee signature 2) immediate supervisor's signature 3) budget program/budget manager signature.

The travel form **must be typed** on the fillable Travel Form before submitting it to SSC. **No scratch outs and/or white outs** are permissible on the travel form or it will be returned to the traveler.

Please take the time to read the attached, "Important Travel Instructions" and "Travel Approval Reimbursement Procedures, revised 10-20-14".

Should you have any questions please do not hesitate to call or email.

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**GALLUP-McKINLEY
COUNTY SCHOOLS**

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