

GALLUP-McKINLEY COUNTY PUBLIC SCHOOLS

MIKE HYATT 
SUPERINTENDENT

TIM BOND
Assistant Superintendent of Support Services

JVANNA HANKS II
Assistant Superintendent of Business Services



PAULETTA WHITE
Assistant Superintendent of Student Services

GERALD HORACEK
Assistant Superintendent of Curriculum & Instruction

"GROWING STUDENTS TO BE PRODUCTIVE CITIZENS IN A MULTI-CULTURAL SOCIETY"

TO ALL DISTRICT EMPLOYEES,

(Please disregard all previous Travel Forms. They are no longer in use)

The attached revised fillable Travel Form dated 05-23-18 must be submitted to the Superintendent's office thirty (30) days prior to travel.

Your signature, immediate supervisor's signature and budget program/budget manager signature are required on the travel form before submittal.

The travel form should be filled out in its entirety before submitting to the Superintendent's Office.

No scratch outs and/or whiteouts are permissible on the travel form. If the travel form is submitted that way the travel form will be returned to you.

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 filling out the fillable travel form, please don't hesitate to call Evelyn Barreras at extension 11190.

Evelyn Barreras will complete a "Reimbursement Form" for you when you return from your travel. Bring only itemized receipts. (This applies for meals, hotel invoices as well, where charges incurred during one's stay.) Receipts are due to Evelyn Barreras within twenty (20) days from the return of the approved travel.

Thank you for your cooperation and time.

Evelyn Barreras, Secretary
(505) 721-1190