THE VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
Office of the Commissioner

Main:
1834 Kongens Gade, Charlotte Amalie
St. Thomas, U.S. Virgin Islands 00802-6746
Tel: 340/ 774-0100 • Fax: 340/ 779-7153

St. Croix:
2133 Hospital Street, Christiansted
St. Croix, U.S. Virgin Islands 00820-4665
Tel: 340/ 773-1095 • Fax: 340/ 773-9579

Inter-Island Government Transportation Request

GTR#: _____

To: Dionne Wells-Hedrington, Ed.D.
Commissioner

From: _____

Date: _____

Traveler(s) Names: _____

Travel From: ☐ St. Thomas ☐ St. Croix ☐ St. John

Travel To: ☐ St. Thomas ☐ St. Croix ☐ St. John

Booking Reference: _____

Purpose: _____

Departure Date: _____ **Return Date:** _____

Airline/Boat Cost: $ 0.00
Per Diem $ 0.00
Hotel: $ 0.00
Other $ 0.00
Total Travel Estimate: $ 0.00

Charged Account Title: _____
Org Code: _____
Object Code: _____
Project Code: _____

Justification for Overnight Stay: _____

Submitted by: _____ _____ _____
Name Signature Date

Leadership Team Member w/oversight for Division/Unit: ☐ Approved ☐ Disapproved

_____ _____ _____
Name Signature Date

Checked for the availability of funds: _____ _____ _____
Name Signature Date

☐ Approved ☐ Disapproved: _____ _____
Commissioner's Signature Date