

GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES
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DEPARTMENT OF EDUCATION
1834 Kongens Gade
Charlotte Amalie, St. Thomas, V.I. 00802-6746

TO: Dionne Wells-Hedrington, Ed.D
Commissioner

FROM: Kemo Smith
Deputy Commissioner

DATE:

SUBJECT: Authorization for Travel

NAMES: Jane Doe John Doe

From: To:

Means of Transportation: Discount Travel

Departing: Returning:

Purpose:

ESTIMATED COST
TRANSPORTATION

Airline SubTotal \$3,200.00

PER DIEM

(Hotel) \$1,784.00

(Meals) \$600.00 SubTotal \$2,384.00 TOTAL: \$7,784.00

OTHER

Registration \$2,000.00

Ground Transportation \$200.00

SubTotal \$2,200.00 (Includes registration fee)

Chargeable to

| Org. Code | Object Code | Project Code | Prog |
|-----------|-------------|--------------|------|
| | | | |

Division Head Date:

APPROVED/DISAPPROVED

Department Head