Thomas County Schools
Process for Travel Request Approval

1. Employee submits a travel request via PD Express. Be sure to include estimated cost, funding source, and whether a substitute is required.

2. It will then be approved by staff in the following order:

   Principal/Supervisor
   Curriculum Department
   Joey Holland, Deputy Superintendent for Finance
   Leave Clerk at your school

3. Once all approvals are obtained, the employee is notified via email.

4. If the travel requires payment of a registration fee, complete requisition, print a copy of the approval form, complete the registration form, and send all three to the board office to the attention of Rebecca Massey.

5. If your travel requires lodging please be sure to print, complete and present the Hotel/Motel Form and the Georgia Sales Tax Certificate of Exemption, which you can request from your school bookkeeper or Rebecca Massey.

6. If a registration fee is **not** required, it is assumed that the employee will register themselves. The Board Office will **not** register you for the course.

PLEASE NOTE: Due to the number of staff approvals required in the process, it is important that all requests are submitted via PD Express **at least 10 business days before the date of departure.**