

AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): Clifford Wadhams

SCHOOL: District Offices

Department (opt.): Finance

DATE(S): October 17 to October 20, 2018

ACTIVITY/EVENT: Alliance for Excellence in School Budgeting – Fall 2018 Conference

LOCATION: Hyatt Regency Chicago

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No # of School Days Missed 3

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>850.00</u>	<u>001.00.100.2510.520 6360</u>
Transportation	<u>475.00</u> Mode <u>Air/L Line</u>	<u>001.00.100.2510.520 6582</u>
Rental Car		
Meals	<u>180.75</u>	<u>001.00.100.2510.520 6582</u>
Lodging	<u>800.00</u>	<u>001.00.100.2510.520 6582</u>
Substitutes	<u> </u>	<u> </u>
TOTAL	<u>2,305.75</u>	

The District will ☐ (or) will not ☒ receive reimbursement from outside sources.

Purpose of travel: Provide participants with an overview of the Best Practices in School Budgeting and also more in depth discussion, exercises, and practical examples of key portions of the enhanced budget process framework

Outcomes and academic benefits to students and staff: Learn more about the Best Practices in School Budgeting framework - Network with other districts working to improve their budget processes - Gain perspectives on budget process pain points of your academic or finance peers - Gain additional tips, advice, and tricks from other districts working to implement the best practices

The travel is necessary for the implementation of the project funding the travel.

Submitted by:

Signature

Date

Principal/Supervisor

Date

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THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): Angela Wichers Luisana Alvarez SCHOOL: AMS
Jeff Brems Janelle Prchal Department (opt.): _____
_____ DATE(S): 10/17/18-10-20/18

ACTIVITY/EVENT: No Excuses University National Conference

LOCATION: Las Vegas, Nevada

ABSENCE: # Days 4 Sub Required: ☒ Yes ☐ No # of School Days Missed 3

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$2,300.00</u>	<u>100-19-100-2210-166-6360</u>
Transportation	<u>\$1,340.00</u> Mode <u>airline/taxi</u>	<u>100-19-100-2210-166-6582</u>
Rental Car	_____	_____
Meals	<u>\$629.00</u>	<u>100-19-100-2210-166-6582</u>
Lodging	<u>\$2,000.00</u>	<u>100-19-100-2210-166-6582</u>
Substitutes	<u>\$900.00</u>	<u>100-19-100-2210-166-6113</u>
TOTAL	<u>\$7,079.00</u>	

The District will ☐ (or) will not ☒ receive reimbursement from outside sources.

Purpose of travel: AMS is a No Excuses University school. The NEU national conference will help provide staff members with skills to support our IAP and Strategic Plan.

Outcomes and academic benefits to students and staff: We believe that every child deserves the opportunity to be educated in a way that prepares them for college. Teachers will learn strategies and skills to bring back to strengthen our site team to assist with collaboration, data analysis, and strategic planning.

The travel is necessary for the implementation of the project funding the travel.

Submitted by:

Signature

Angela Wichers

Principal/Supervisor

Michael Byars

Associate Superintendent/Superintendent

Date

8/16/18

Date

8/20/18

Date

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THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): Tassi Call _____

SCHOOL: District Offices

Michael Bejarano _____

Department (opt.): _____

DATE(S): 11/14/18-11/16/18

ACTIVITY/EVENT: AVID (Advancement Via Individual Determination) District Leadership Training

LOCATION: Grand Hyatt Denver, 1750 Welton Street, Denver, CO, 80202

ABSENCE: # Days 3 Sub Required: ☐ Yes ☒ No # of School Days Missed 3

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	_____	_____
Transportation	<u>\$1000.00</u>	Mode <u>airline/taxi</u> <u>100-19-100-2210-510-6582</u>
Rental Car	_____	_____
Meals	<u>\$280.00</u>	<u>100-19-100-2210-510-6582</u>
Lodging	<u>\$900.00</u>	<u>100-19-100-2210-510-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$2180.00</u>	

The District will ☐ (or) will not ☒ receive reimbursement from outside sources.

Purpose of travel: AVID (Advancement Via Individual Determination) District Leadership, ADL K-12 training. This training is to support the continued implementation and sustainability of the program in the Amphitheater School District. *Registration is included in our AVID District Leadership Training costs (\$6,000).

Outcomes and academic benefits to students and staff: The District Director will learn effective instructional practices and explore data to construct an action plan for effective implementation and sustainability at our sites. The AVID program targets our underserved students (minority and average achievers); provides quality staff development for teachers; helps schools build community support systems for school success; and addresses how to grant equitable access to rigorous curricula for all students.

Submitted by: _____

Signature

Date

Michael Bejarano
Associate Superintendent/Superintendent

Date