

**AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST**

Attach supporting documentation as needed

ORIGINAL SUBMISSION

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

SCHOOL: **IRHS**

ESTIMATED NUMBER OF STUDENTS: 25

NAME OF SCHOOL GROUP/CLUB/ENTITY: **IRHS Wrestling Team**

STAFF ADVISOR(S)/CHAPERONES: **Joe Kline (Head Coach) , Armondo Cordova, Michael Parker**

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Las Vegas Tournament of Champions**

DESTINATION OF TRAVEL: **Las Vegas, Nevada**

DATES OF TRAVEL: **December 15-18 2016**

ACADEMIC BENEFITS TO STUDENTS: **We currently have 10 wrestlers in college who have benefited from these types of tournaments by receiving financial aid. This is the type of tournament that college coaches pay attention to and attend. The students will be able to compete against other students from the Southwest US.**

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other **Enterprise Rental - 520-888-8108**

Are expenses paid from any of the following accounts? Auxiliary _____ Tax Credits ☒ Club Funds ☒
Parent Organization ☒

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$550</u>	<u>526/850-00-100-1001-280-6892</u>
Transportation	<u>\$1,468</u>	<u>526/850-00-100-1001-280-6519</u>
Meals	<u>0</u>	_____
Lodging	<u>\$1,848</u>	<u>526/850-00-100-1001-280-6892</u>
Substitutes	<u>0</u>	_____

TOTAL

\$3,866

WILL THE DISTRICT RECEIVE REIMBURSEMENT? no
IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? **Included in student costs, except for food, which will be self paid.**

COST TO EACH STUDENT \$ **50-75**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Club funds, tax credit and parent booster club will pay for the trip, except for food. Parent booster club is willing to pay for any student who needs financial help.**

FUNDING SOURCE(S): **Tax credit, student club, booster club**

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Gold tournament, silent auction

SUBMITTED BY: Joseph Kline
Signature

9-22-2016
Date

APPROVED BY: Donna
Principal/Supervisor

9-22-16
Date

Marvin Nelson
Associate Superintendent/Superintendent

9/24/16
Date

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COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL**

SCHOOL: Coronado K-8

ESTIMATED NUMBER OF STUDENTS: 50

NAME OF SCHOOL GROUP/CLUB/ENTITY: 6th Grade /Science Department

STAFF ADVISOR(S)/CHAPERONES: Lauren Marlatt (coordinator) plus 4 Chaperones: Gerad Ball, Amanda Magelli, Kay Lewis, and Michael Pastor.

ABSENCE: # Days 4 Sub Required: ☒ Yes ☐ No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 6th grade trip to Catalina Island Marine Institute.

DESTINATION OF TRAVEL: Toyon Bay on Catalina Island, California.

DATES OF TRAVEL: Thursday, February 9th through Sunday, February 12th 2017.

ACADEMIC BENEFITS TO STUDENTS: The students selected to attend will be participating in an academic experience that allows them to be introduced to oceanography, biology, ecology, classification and other related sciences. This will solidify the articulated science standards in 6th grade for water, oceans and biology. Upon their return, student groups will compete in a marine biology challenge to assess who gained the most from the activities on the trip.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Gray Line chartered bus

Are expenses paid from any of the following accounts? Auxiliary ☒ Tax Credits ☒ Club Funds _____
Parent Organization ☒

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$13,642.50</u>	<u>525/526-00-100-1001-115-6892</u>
Transportation	<u>\$4,300.00</u>	<u>525/526-00-100-1001-115-6519</u>
Meals	<u>Included</u>	_____

Lodging	<u>Included</u>	_____
Substitutes	<u>\$300.00</u>	<u>525/526-00-100-1001-115-6113</u>
TOTAL	<u>\$18,242.50</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No
 IF SO, SOURCE & AMOUNTS: _____

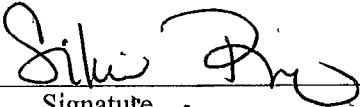
HOW ARE CHAPERONE EXPENSES PAID? Price is included in the total fee amount.

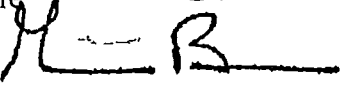
COST TO EACH STUDENT \$ \$375.00

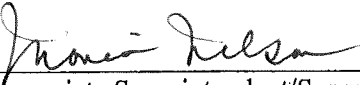
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Fundraising opportunities are being set up, as well as working with the PTO for scholarships. We asked interested students to tell us how much they can afford and have fundraising goal established so that all students who are eligible can attend.

FUNDING SOURCE(S): Parents/Guardians will be responsible for their payments. Other funding sources will be tax credits, scholarships, and fundraising.

FUNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY:  09/06/16
 Signature Date

APPROVED BY:  09/06/16
 Principal/Supervisor Date

 9/26/16
 Associate Superintendent/Superintendent Date

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SCHOOL: Harelson

ESTIMATED NUMBER OF STUDENTS: 55

NAME OF SCHOOL GROUP/CLUB/ENTITY: Harelson 6th Grade

STAFF ADVISOR(S)/CHAPERONES: Diana Walker, Claudia Zimmer, Kristen Buckwalter, Kenny Garcia, Jody Knight, Lawrence Knight, Brian Sheibels, Marisa Owens, Roger Wall, Marcy Kynaston, Ana Vogler, Julia Strand, Josh Gray, Kimberly Abraham, Peter Abraham, Mary Straus

ABSENCE: # Days 2.5 Sub Required: ☐ Yes ☒ No # of School Days Missed 2.5

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 6th Grade San Diego science trip

DESTINATION OF TRAVEL: San Diego, CA

DATES OF TRAVEL: February 20-22, 2017

ACADEMIC BENEFITS TO STUDENTS: The students will gain hands-on knowledge about oceanography including the following: Explain the composition, properties, and structure of the ocean's zones and layers, analyze the effects that bodies of water have on the climate of a region, and describe ways scientists explore the Earth's atmosphere and bodies of water. Students will learn about the ocean biome and participate in the scientific classification of sea life, as well as, participate in a dissection of fish. All students will be provided with a journal/workbook to record data and information throughout the trip. This journal/workbook will be used for several competitions between individual students and also groups of students throughout the trip.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Chartered busses through Project Exploration

Are expenses paid from any of the following accounts? Auxiliary ☒ Tax Credits ☒ Club Funds _____

Parent Organization _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$24,000</u> _____	<u>525/526-00-100-1001-107-6892</u> _____
Transportation	<u>included</u> _____	<u>525/526-00-100-1001-107-6519</u> _____
	<u>included</u> _____	_____

Meals	_____	_____
	<u>included</u>	_____
Lodging	_____	_____
Substitutes	<u>NA</u>	_____
TOTAL	<u>\$24,000</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? no
 IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? Chaperones are responsible for their own fees and pay the same price as students

COST TO EACH STUDENT \$ 435.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? partial fee waivers will be made available through extra Tax Credit designations towards this trip.

FUNDING SOURCE(S): Parents of students, Tax Credit

FUNDRAISING ACTIVITIES PLANNED (If applicable):
none unless necessary

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

SUBMITTED BY: Claudia Zimmer 9/13/16
 Signature Date

APPROVED BY: Aiana Walker 9/13/16
 Principal/Supervisor Date

Kevin Nelson 9/20/16
 Associate Superintendent/Supintendent Date

AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST

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ORIGINAL SUBMISSION

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

SCHOOL: Wilson K-8

ESTIMATED NUMBER OF STUDENTS: 130

NAME OF SCHOOL GROUP/CLUB/ENTITY: Wilson Band, Orchestra and Choir

STAFF ADVISOR(S)/CHAPERONES: Christian Hill, Adrian Hannah, Brandi Dignum, Jennifer Halthous, Charmaine Lang, Tania Haymore, Chris Martin, Colin Delp, John Petrass, Christina Holland, Heather Cipolla, Hasko Dilic, Alijandra Katz, Christina Lopez, Michael Warner, John Silverman, Anne Reuter, Jim Hyatt, Glendon Gross, Tim Reynolds.

ABSENCE: # Days 4 Sub Required: ☒ Yes ☐ No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Music in the Parks Festival Competition

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: March 30 - April 2, 2017

ACADEMIC BENEFITS TO STUDENTS: Students will compete for placement in 5 categories and gain valuable comments on how to improve.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Project Exploration 1701 E. Elwood St, Phoenix, AZ 85040, (480) 558-8383.

Are expenses paid from any of the following accounts? Auxiliary ☒ Tax Credits ☒ Club Funds _____

Parent Organization _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$60,160</u>	<u>525/526 00 100 1001 168 6892</u>
Transportation	<u>included</u>	_____
Meals	<u>no</u>	_____
Lodging	<u>included</u>	_____

Substitutes \$300.00

530 00 100 3400 168 6113

TOTAL \$60,460

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **NO**
IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? **Parent Chaperones paid by their own funds**

COST TO EACH STUDENT \$ **465**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Tax Credit**

FUNDING SOURCE(S): **Tax Credit**

FUNDRAISING ACTIVITIES PLANNED (If applicable):
NA

X SUBMITTED BY: Christen Hill / Brandi Degroot 9/15/16
Signature Date

APPROVED BY: Adrian Hennah 9/15/16
Principal/Supervisor Date

Kevin Nelson 9/24/16
Associate Superintendent/Superintendent Date

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SCHOOL: La Cima

ESTIMATED NUMBER OF STUDENTS: 75

NAME OF SCHOOL GROUP/CLUB/ENTITY: La Cima Music Students

STAFF ADVISOR(S)/CHAPERONES: Keith Koster, Rebecca Foreman, Mary Taft, Betsy Gardner, Kristen Walsh, Juliana Montoya, Sean Rathman, Edgar Salazar Flores, Chris Gonzales, Theresa Vettore,

ABSENCE: # Days 3 Sub Required: ☒ Yes ☐ No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Forum Music Festival

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: 4/20/17 10:00 p.m. to 4/22/17 8:00 a.m.

ACADEMIC BENEFITS TO STUDENTS: National music festival experience permits students to better understand their progress and appropriate musical standards for their grade and experience level. Students build teamwork, improve their musical skill and confidence. Students have the opportunity to hear the other La Cima ensembles as well as ensembles from other schools attending the festival. Each group will present a performance for evaluation by nationally known adjudicators.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Charter Bus - Bee Line Tours

Are expenses paid from any of the following accounts? Auxiliary ☒ Tax Credits ☒ Club Funds ☒
Parent Organization ☒

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$11,775</u> _____	<u>525-00-100-1001-165-6892</u> _____
Transportation	<u>\$7,350</u> _____	<u>525-00-100-1001-165-6519</u> _____
Meals	_____ _____	_____ _____

Lodging

Substitutes

TOTAL

\$350

\$18,325

525-526-00-100-1001-165-6113

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **No**
IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? **Self**

COST TO EACH STUDENT \$ **200**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Forum Festival Scholarships (13), Tax Credit Donations**

FUNDING SOURCE(S): **Tax Credit Donations, student family contributions & savings, fundraising**

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Car washes, butterbraid sales, bowl-a-thon, donations and more.

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

SUBMITTED BY: Mary Taft 9/20/16
Signature Date

APPROVED BY: Kristine Sullivan 9/20/16
Principal/Supervisor Date

Monica Lelan 9/20/16
Associate Superintendent/Supintendent Date

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): Roseanne Lopez Annette Orelup

SCHOOL: District Offices

Department (opt.): School Operations

DATE(S): October 6-7, 2016

ACTIVITY/EVENT: Exploring Digital Initiatives for Young Children

LOCATION: Salt Lake City, Utah

ABSENCE: # Days 2 Sub Required: ☐ Yes ☒ No # of School Days Missed 2

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

(Note: Tax credit contributions are District funds and require a budget code.)

Registration N/A

Transportation N/A

Mode _____

Rental Car N/A

Meals N/A

Lodging N/A

Substitutes N/A

TOTAL 0

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

Purpose of travel: Dr. Roseanne Lopez and Annette Orelup have been invited to be guest speakers by Waterford. All expenses are being paid by Waterford.

Outcomes and academic benefits to students and staff: Dr. Lopez and Ms. Orelup will be guest speakers, Exploring Digital Initiatives for Young Children

Submitted by: _____

Signature

Date

Principal/Supervisor

Date

Associate Superintendent/Supintendent

Date

**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): Leah Evans Bill Lang
Jean Gowen Julie Cota
Jeremy Tarbet Josh Ronstadt
Jennifer Atteberry Stileda Rose
Patti Greenleaf

SCHOOL: AHS, CDO, IRHS, WET

Department (opt.): CTE

DATE(S): 11/29/16-12/3/16

ACTIVITY/EVENT: National Association of Career and Technical Education, CareerTech Vision 2016

LOCATION: Las Vegas, NV

ABSENCE: # Days 5 Sub Required: ☒ Yes ☐ No

of School Days Missed 4

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>\$4,005</u>	<u>260-17-300-2210-***-6360</u>
Transportation	<u>\$2,700</u> Mode <u>Airplane</u>	<u>260-17-300-2210-***-6582</u>
Rental Car	_____	_____
Meals	<u>\$2,430</u>	<u>260-17-300-2210-***-6582</u>
Lodging	<u>\$3,000</u>	<u>260-17-300-2210-***-6582</u>
Substitutes	<u>\$1,500</u>	<u>260-17-300-2210-***-6113</u>
TOTAL	<u>\$13,635</u>	*** Corresponds to site 280, 281, 282, 515

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

Purpose of travel: To attend the National ACTE conference to learn best practices and programs of study information.

Outcomes and academic benefits to students and staff: Attendees will work with fellow CTE staff to share information which will then transfer to classroom practice.

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

Submitted by: Patricia Greenleaf 9/22/16
Signature Date

William E. Ryan 9/22/16
Principal/Supervisor Date

Kevin Nelson 9/26/16
Associate Superintendent/Superintendent Date

**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): **Joseph Paddock**

SCHOOL: **District Offices**

Department (opt.): **Interscholastics**

DATE(S): **December 9 - 14, 2016**

ACTIVITY/EVENT: **NIAAA National Athletic Director's Conference**

LOCATION: **Nashville, TN**

ABSENCE: # Days **6** Sub Required: ☐ Yes ☒ No # of School Days Missed **4**

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>\$415.00</u>	<u>001.00.620.2210.512.6360</u>
Transportation	<u>\$550.00</u> Mode <u>Air</u>	<u>001.00.620.2410.512.6582</u>
Rental Car	_____	_____
Meals	<u>\$300.00</u>	<u>001.00.620.2410.512.6582</u>
Lodging	<u>\$1200.00</u>	<u>001.00.620.2410.512.6582</u>
Substitutes	_____	_____
TOTAL	<u>\$2465.00</u>	

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

Purpose of travel: **To attend the NFHS/AIAAA National Athletic Director's Conference.**

Outcomes and academic benefits to students and staff: **Completion of coursework and attend workshops in safety, budget and other areas of athletics.**

Submitted by: _____

Signature

9-14-16
Date

Principal/Supervisor

Date

Kevin Fels
Associate Superintendent/Superintendent

9/26/16
Date

**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): Armando Soto

SCHOOL: AHS

Department (opt.): _____

DATE(S): December 9-14, 2016

ACTIVITY/EVENT: NIAAA National Athletic Director's Conference

LOCATION: Nashville, TN

ABSENCE: # Days 6 Sub Required: ☐ Yes ☒ No # of School Days Missed 4

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>\$415.00</u>	<u>001.00.620.2210.512.6360 &</u>
Transportation	<u>\$500.00</u> Mode <u>Air</u>	<u>525.00.620.3400.281.6360</u>
		<u>525.00.620.3400.281.6582</u>
Rental Car	_____	_____
Meals	<u>\$300.00</u>	<u>525.00.620.3400.281.6582</u>
Lodging	<u>\$1200.00</u>	<u>525.00.620.3400.281.6582</u>
Substitutes	_____	_____
TOTAL	<u>\$2415.00</u>	

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

Purpose of travel: To attend the NFHS/NIAAA National Athletic Director's Conference.

Outcomes and academic benefits to students and staff: Completion of coursework, attend workshops in safety, budget and other areas of athletics.

Submitted by:

Signature

Date

Principal/Supervisor

Date

Associate Superintendent/Supintendent

Date

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

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COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.**

EMPLOYEE(S): Patsy Harris

SCHOOL: CDO

Department (opt.): _____

DATE(S): December 9 - 14, 2016

ACTIVITY/EVENT: NIAAA National Athletic Director's Conference

LOCATION: Nashville, TN

ABSENCE: # Days 6 Sub Required: ☐ Yes ☒ No # of School Days Missed 4

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

(Note: Tax credit contributions are District funds and require a budget code.)

Registration	<u>\$480.00</u>		<u>001.00.620.2210.512.6360 & 525.00.620.3400.282.6360</u>
Transportation	<u>\$500.00</u>	Mode <u>Air</u>	<u>525.00.620.3400.282.6582</u>
Rental Car	_____		_____
Meals	<u>\$300.00</u>		<u>525.00.620.3400.282.6582</u>
Lodging	<u>\$1200.00</u>		<u>525.00.620.3400.282.6582</u>
Substitutes	_____		_____
TOTAL	<u>\$2480.00</u>		

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

Purpose of travel: To attend the NFHS/AIAAA National Athletic Director's Conference.

Outcomes and academic benefits to students and staff: Completion of coursework and attend workshops in safety, budget and other areas of athletics.

Submitted by:

Signature

Date

Principal/Supervisor

Date

Associate Superintendent/Supintendent

Date

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

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COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.**

EMPLOYEE(S): Tony Jacobsen

SCHOOL: IRHS

Department (opt.): _____

DATE(S): December 9-14, 2016

ACTIVITY/EVENT: NIAAA National Athletic Director's Conference

LOCATION: Nashville, TN

ABSENCE: # Days 6 Sub Required: ☐ Yes ☒ No # of School Days Missed 4

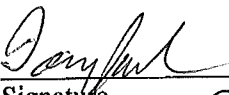
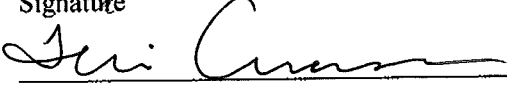
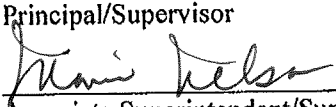
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$415.00</u>	<u>001.00.620.2210.512.6360 &</u> <u>525.00.620.3400.280.6360</u>
Transportation	<u>\$500.00</u> Mode <u>Air</u>	<u>525.00.620.3400.280.6582</u>
Rental Car	_____	_____
Meals	<u>\$300.00</u>	<u>525.00.620.3400.280.6582</u>
Lodging	<u>\$1200.00</u>	<u>525.00.620.3400.280.6582</u>
Substitutes	_____	_____
TOTAL	<u>\$2415.00</u>	

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

Purpose of travel: To attend the NFHS/NIAAA National Athletic Director's Conference.

Outcomes and academic benefits to students and staff: Completion of coursework, attend workshops in safety, budget and other areas of athletics.

Submitted by:  9/14/16
Signature Date
 9/14/16
Principal/Supervisor Date
 9/26/16
Associate Superintendent/Superintendent Date

**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): Rob Girard _____

SCHOOL: CDO

Department (opt.): IB

DATE(S): February 3-6, 2017

ACTIVITY/EVENT: IB Category 3 - Extended Essay

LOCATION: Detroit, MI

ABSENCE: # Days 4 Sub Required: ☒ Yes ☐ No

of School Days Missed 2

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>\$ 789.00</u>	<u>140-17-100-2210-510-6360</u>
Transportation	<u>\$ 550.00</u> Mode <u>airline</u>	<u>140-17-100-2210-510-6582</u>
Rental Car	<u>\$ 100.00 (shuttle)</u>	<u>140-17-100-2210-510-6582</u>
Meals	<u>\$ 176.00</u>	<u>140-17-100-2210-510-6582</u>
Lodging	<u>\$ 600.00</u>	<u>140-17-100-2210-510-6582</u>
Substitutes	<u>\$ 200.00</u>	<u>140-17-100-2210-510-6113</u>
TOTAL	<u>\$2415.00</u>	

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

Purpose of travel: Training in new Extended Essay guide which is required to meet the International Baccalaureate Programme requirements.

Outcomes and academic benefits to students and staff: Academic subject depth and preparedness for rigorous broad and balanced, yet academically demanding programme of study with the development of critical-thinking and reflective skills for student achievement.

Submitted by: _____

Signature

9-20-16

Date

Principal/Supervisor

9/21/16

Date

Associate Superintendent/Supintendent

9/24/16

Date

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): Sarah Moser _____

SCHOOL: CDO

Department (opt.): IB

DATE(S): February 17-20, 2017

ACTIVITY/EVENT: IB Category 2 Language B Lit

LOCATION: Charleston, SC

ABSENCE: # Days 4 Sub Required: ☒ Yes ☐ No

of School Days Missed 2

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>\$ 789.00</u>	<u>140-17-100-2210-510-6360</u>
Transportation	<u>\$ 600.00</u> Mode <u>airline</u>	<u>140-17-100-2210-510-6582</u>
Rental Car	<u>\$ 100.00 (shuttle)</u>	<u>140-17-100-2210-510-6582</u>
Meals	<u>\$ 236.00</u>	<u>140-17-100-2210-510-6582</u>
Lodging	<u>\$ 600.00</u>	<u>140-17-100-2210-510-6582</u>
Substitutes	<u>\$ 150.00</u>	<u>140-17-100-2210-510-6113</u>
TOTAL	<u>\$2475.00</u>	

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

Purpose of travel: Training in Language Literature in order to teach IB courses at CDO and meet the International Baccalaureate Programme requirements. Training previously approved but conference was full - new date and location.

Outcomes and academic benefits to students and staff: Academic subject depth and preparedness for rigorous broad and balanced, yet academically demanding programme of study with the development of critical-thinking and reflective skills for student achievement.

Submitted by: Sarah Moser
Signature

9-14-16
Date

Paul D...
Principal/Supervisor

9/15/16
Date

Marie H...
Associate Superintendent/Supintendent

5/26/16
Date