

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: 30

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Cross Country**

STAFF ADVISOR(S)/CHAPERONES: **Stacey Wilson, Cathy Harris, Andy Roof**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Mt Carmel Cross Country Meet**

DESTINATION OF TRAVEL: **San Diego, CA**

DATES OF TRAVEL: **9/18-20/2015**

ACADEMIC BENEFITS TO STUDENTS: **Students will have the opportunity to compete against some of the best athletes in the country.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other **Tour 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>\$275.00</u>	<u>526/850-00-100-1001-280-6892</u>
Transportation	<u>\$3,400.00</u>	<u>526/850-00-100-1001-280-6519</u>
Meals	<u>\$2,300.00</u>	<u>526/850-00-100-1001-280-6892</u>
Lodging	<u>\$2,700.00</u>	<u>526/850-00-100-1001-280-6892</u>
Substitutes	<u>\$217.00</u>	<u>530-00-100-3400-280-6113</u>
TOTAL	<u>\$8,992.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? N/A
IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? Yes

COST TO EACH STUDENT \$ 210.00

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

FUNDING SOURCE(S): Club, Tax Credit and parents

FUNDRAISING ACTIVITIES PLANNED (If applicable):
None

SUBMITTED BY: Stacey Wilson
Signature

7/29/15
Date

APPROVED BY: Natalie A. Burnett
Principal/Supervisor

7/21/15
Date

Monica Nelson
Associate Superintendent/Superintendent

8/3/15
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

SCHOOL: IRHS

ESTIMATED NUMBER OF STUDENTS: 14-18

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

STAFF ADVISOR(S)/CHAPERONES: Tim Berrier, Paul Vasquez

ABSENCE: # Days 2 Sub Required: Yes No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Las Cruces Invitational

DESTINATION OF TRAVEL: Las Cruces, New Mexico

DATES OF TRAVEL: Dec 11-12, 2015

ACADEMIC BENEFITS TO STUDENTS: We currently have 7 wrestlers in college who benefitted 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 Van rental.

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$350</u>	<u>526/850-00-100-1001-280-6892</u>
Transportation	<u>\$900</u>	<u>526/850-00-100-1001-280-6519</u>
Meals	<u>0</u>	_____
Lodging	<u>\$400</u>	<u>526/850-00-100-1001-280-6892</u>

Substitutes \$100

530-00-100-3400-280-6113

TOTAL \$1,750

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

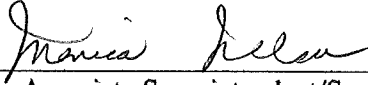
FUNDRAISING ACTIVITIES PLANNED (If applicable):
Golf tournament, silent auction and dinner-pending approval.

SUBMITTED BY: 
Signature

7/19/15
Date

APPROVED BY: 
Principal/Supervisor

7/21/15
Date


Associate Superintendent/Supervisor

8/3/15
Date

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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: IRHS

ESTIMATED NUMBER OF STUDENTS: 14-18

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

STAFF ADVISOR(S)/CHAPERONES: Tim Berrier, Paul Vasquez

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Reno Tournament of Champions

DESTINATION OF TRAVEL: Reno, Nevada

DATES OF TRAVEL: Dec 17-20, 2015

ACADEMIC BENEFITS TO STUDENTS: We currently have 7 wrestlers in college who benefitted from these types of tournaments by receiving financial aid. This is the type of tournament that college coaches pay attention to and attend. There is also a college tournament here so many college coaches are already in attendance.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Airlines; Tournament shuttle

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$600</u>	<u>526/850-00-100-1001-280-6892</u>
Transportation	<u>\$6,000</u>	<u>526/850-00-100-1001-280-6519</u>
Meals	<u>0</u>	_____
Lodging	<u>\$1,000</u>	<u>526/850-00-100-1001-280-6892</u>
Substitutes	<u>0</u>	_____

TOTAL \$7,600

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

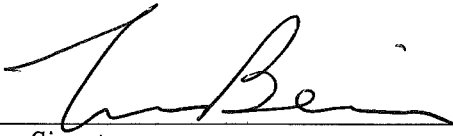
HOW ARE CHAPERONE EXPENSES PAID? Included in student costs, except for food, which will be self paid.

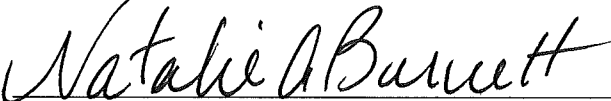
COST TO EACH STUDENT \$ \$75-100

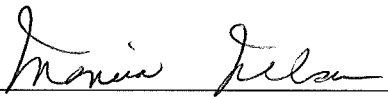
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Club funds, tax credit and parent booster club will pay for the trip, except for food. Parent booster club is willing to pay for any student who needs financial help.

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

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Golf tournament, silent auction and dinner-pending approval.

SUBMITTED BY:  7/19/15
Signature Date

APPROVED BY:  7/21/15
Principal/Supervisor Date

 8/3/15
Associate Superintendent/Supervisor 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): Mike Bejarano Roseanne Lopez SCHOOL: District Offices

Department (opt.): School Operations
DATE(S): Sept. 30-Oct. 2, 2015

ACTIVITY/EVENT: EdLeader21 - 5th Annual Conference

LOCATION: Dallas, TX

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>
Registration	<u>\$650.00</u>	<u>140.16.100.2240.514/515.6360</u>
Transportation	<u>\$1,050.40</u> Mode _____	<u>140.16.100.2240.514/515.6582</u>
Rental Car	<u>\$140.67</u>	<u>140.16.100.2240.514/515.6582</u>
Meals	<u>\$366.00</u>	<u>140.16.100.2240.514/515.6582</u>
Lodging	<u>\$ 899.04</u>	<u>140.16.100.2240.514/515.6582</u>
Substitutes	_____	_____
TOTAL	<u>\$3,106.11</u>	

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

Purpose of travel: To attend the EdLeader21 Annual Conference.

Outcomes and academic benefits to students and staff: We are members of this organization. Information gained through applicable sessions will assist in providing a wider knowledge base and direction for educational changes and challenges in the 21st century.

Submitted by: _____
Signature Date

Principal/Supervisor Date
Manin Pelan
Associate Superintendent/Superintendent Date 9/5/15