

**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): Lange, Brock; Balachandran, Dev; Caldwell, Theresa; Dotts, John; Gerik, Morgan; Gindt, Trechel; Huang, Fred; Leitner, Andrea; Millerd, Lisa; Murrell, Marley; Ramsey, Julie; Salcido, Jose; Smith, Lucas; Thornburg, Ryan; Watson, Forrest; Beuthin, Kevin; Parker, Amber; Rossi, Eric; Young, Rob; Walker, Jennifer SCHOOL: AHS

Department (opt.): AVID

DATE(S): 06/29/20 thru 07/02/20

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: Denver, CO

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

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>\$17,000.00</u>	<u>100.20.100.2210.6360.281.0000</u>
Transportation	<u>\$7,362.05</u> Mode <u>airplane</u>	<u>100.20.100.2210.6582.281.0000</u>
Rental Car	<u>0.00</u>	<u>NA</u>
Meals	<u>\$4,340.00</u>	<u>100.20.100.2210.6582.281.0000</u>
Lodging	<u>NTE \$8,500.00</u>	<u>100.20.100.2210.6582.281.0000</u>
Substitutes	<u>0.00</u>	<u>NA</u>
TOTAL	<u>\$37,202.05</u>	

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

Purpose of travel: AVID (Advancement Via Individual Determination) training for our AVID Site Team and supporting instructors to develop the implementation of the program at our site.

Outcomes and academic benefits to students and staff: Training for teachers, counselors, and administrators to bring a deeper understanding and implementation of the AVID program to students at AHS; best practices and program mission/vision.

Submitted by:

B. Lange  
Signature

03/17/20  
Date

Y. Staff

3/17/20

Principal/Supervisor

Michael Ryan  
Associate Superintendent/Superintendent

Date

3/30/2020  
Date

rev. 9/21/05