

**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: 29

NAME OF SCHOOL GROUP/CLUB/ENTITY: Ironwood Ridge Indoor Percussion

STAFF ADVISOR(S)/CHAPERONES: Damon Knepper, Mark Hodge, Zachary White, Feliza Laos, Stephanie Welch

ABSENCE: # Days 3 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: WGI West Power Regional

DESTINATION OF TRAVEL: San Bernardino, CA (Grand Terrace High School & Cal State University at San Bernardino Coliseum)

DATES OF TRAVEL: 3/22/19 - 3/24/19

ACADEMIC BENEFITS TO STUDENTS: Performing for a panel of nationally-acclaimed adjudicators at the largest WGI event on the West coast. Students will also watch performances from many other indoor percussion ensembles from around the country in a friendly festival format.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: \_\_\_\_\_

☒ Other Beeline Transportation

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

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	<u>\$350.00</u>	<u>Parent Org.</u>
Transportation	<u>\$3,660.00</u>	<u>Parent Org.</u>
Meals	<u>Self-paid</u>	_____
Lodging	<u>\$4,015.00</u>	<u>Parent Org.</u>

Lodging	\$4,015.00	<u>Parent Org.</u>
Substitutes	_____	_____
<b>TOTAL</b>	<b><u>\$8,025.00</u></b>	

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

HOW ARE CHAPERONE EXPENSES PAID? Chaperones will pay for their own room(s) and meals

COST TO EACH STUDENT \$ 200

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

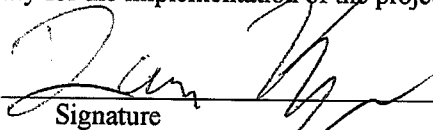
FUNDING SOURCE(S): Ironwood Ridge Music Association

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Rehearse-A-Thon; Concert donations

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

SUBMITTED BY:

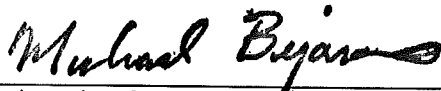
  
 Signature

2/19/19  
 Date

APPROVED BY:

  
 Principal/Supervisor

2/19/19  
 Date



Associate Superintendent/Superintendent

2/25/19  
 Date

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EMPLOYEE(S): Kelsey Glavin Ann Wentworth SCHOOL: Various  
Seth Lackow Lucas Smith Department (opt.): School Operations  
Nancy Casagrande Nina Godlewski DATE(S): 4/3/19-4/6/19

**ACTIVITY/EVENT: National Council of Teachers of Mathematics Annual Meeting**

LOCATION: **San Diego, CA**

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

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>\$3,042.00</u>	<u>140-19-100-2210-515-6360</u>
Transportation	<u>\$2,084.52</u>	Mode <u>air/mileage</u> parking <u>140-19-100-2210-515-6582</u>
Rental Car	_____	_____
Meals	<u>\$1,281.00</u>	<u>140-19-100-2210-515-6582</u>
Lodging	<u>\$3,300.00</u>	<u>140-19-100-2210-515-6582</u>
Substitutes	<u>\$2,250.00</u>	<u>140-19-100-2210-515-6113</u>
TOTAL	<u>\$11,957.52</u>	

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

Purpose of travel: To attend the annual meeting and exposition.

Outcomes and academic benefits to students and staff: **Exchange ideas, engage with innovators in the field, and discover new learning practices that will drive student success in the classroom.**

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

Submitted by: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor	Date
<i>Michael Byars</i>	2/25/19
Associate Superintendent/Superintendent	Date