

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: 9

NAME OF SCHOOL GROUP/CLUB/ENTITY: Dance Team

STAFF ADVISOR(S)/CHAPERONES: Meghan Lloyd, Kaitlin Lloyd, Taylor Shultz

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: UDA Nationals

DESTINATION OF TRAVEL: Orlando, Florida

DATES OF TRAVEL: January 30th-February 3rd, 2014

ACADEMIC BENEFITS TO STUDENTS: Students will receive recognition from UDA & colleges. Trip would build and inspire teamwork, dedication, motivation and School Pride. UDA Nationals provides students with college application material.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other fly

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>6192.00</u>	<u>Booster Club</u>
Transportation	<u>6000.00</u>	<u>Booster Club</u>
Meals	<u>1800.00</u>	<u>Booster Club</u>
Lodging	<u>included</u>	_____
Substitutes	_____	_____

TOTAL 13,992.00

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

HOW ARE CHAPERONE EXPENSES PAID? Booster Club

COST TO EACH STUDENT \$ currently already raised funds by booster club, only expenses left are flights estimated at 500.00 per student.

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? team/individual fundraising, Booster club, and family donations will all be divided evenly between team members.

FUNDING SOURCE(S): Booster Club, School club accounts, Students Families

FUNDRAISING ACTIVITIES PLANNED (If applicable):

car washes
restaurant nights
sponsorships
students dance shows (ticket sales)

SUBMITTED BY: _____

Signature

9/9/2013
Date

APPROVED BY: _____

Principal/Supervisor

9/9/2013
Date

Associate Superintendent/Superintendent

11/5/13
Date

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SCHOOL: AMS

ESTIMATED NUMBER OF STUDENTS: 40

NAME OF SCHOOL GROUP/CLUB/ENTITY: Project Catalina

STAFF ADVISOR(S)/CHAPERONES: Amanda Kaiser, Debbie Melde, Tanya Wall, David Torres, Robert Wolf

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Trip to Catalina Marine Institute

DESTINATION OF TRAVEL: Catalina Island, California

DATES OF TRAVEL: March 4-7, 2014

ACADEMIC BENEFITS TO STUDENTS: Extension of science curriculum. Topics include marine biology, oceanography, ecology and biodiversity.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Charter Bus (Arrow Stage Lines)

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>9600</u>	<u>525/526-00-100-1001-166-6892</u>
Transportation	<u>3600</u>	<u>525/526-00-100-1001-166-6519</u>
Meals	<u>300</u>	<u>525/526-00-100-1001-166-6892</u>
Lodging	<u>1200</u>	<u>525/526-00-100-1001-166-6892</u>
Substitutes	<u>1600</u>	<u>525/526-00-100-1001-166-6113</u>

TOTAL

16300

WILL THE DISTRICT RECEIVE REIMBURSEMENT? yes

IF SO, SOURCE & AMOUNTS: student tuition and tax credit donations

HOW ARE CHAPERONE EXPENSES PAID? included in student cost

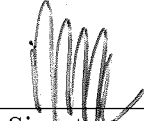
COST TO EACH STUDENT \$ 400

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarships are made available to students who need them.

FUNDING SOURCE(S): Tax credit donations


FUNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY: _____


Signature

10/27/13
Date

APPROVED BY: _____


Principal/Supervisor

10/7/13
Date



Associate Superintendent/Superintendent

11/5/13
Date

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SCHOOL: Coronado K-8

ESTIMATED NUMBER OF STUDENTS: 40

NAME OF SCHOOL GROUP/CLUB/ENTITY: Advanced Band and Advanced Orchestra

STAFF ADVISOR(S)/CHAPERONES: 10: David Goldsheid, Hank Rowe, D'Nel Stuki, Christine Porteous, Silvia Barney, Roxanne Marquez, Gary Torgeson, Sonia Hernandez, Felicia Laos and Colleen Pericone.

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: May 1, 2014 - May 4, 2014

ACADEMIC BENEFITS TO STUDENTS: Competition/ Festival/Performance Opportunity

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Gray 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>\$9,600.00</u>	<u>525/526/850-00-100-1001-115-6892</u>
Transportation	<u>\$3,875.00</u>	<u>525/526/850-00-100-1001-115-6519</u>
Meals	<u>\$0.00</u>	<u>Included in registration</u>
Lodging	<u>\$6,069.00</u>	<u>525/526/850-00-100-1001-115-6892</u>
Substitutes	<u>\$600.00</u>	<u>525/526/850-00-100-1001-115-6113</u>

TOTAL \$20.144.00

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

HOW ARE CHAPERONE EXPENSES PAID? Chaperones pay for themselves

COST TO EACH STUDENT \$ \$410.88

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

FUNDING SOURCE(S): Site Council, Performing Arts Booster, PTO

FUNDRAISING ACTIVITIES PLANNED (If applicable):
yes

SUBMITTED BY: [Signature]
Signature

10/28/13
Date

APPROVED BY: [Signature]
Principal/Supervisor

10/28/13
Date

[Signature]
Associate Superintendent/Superintendent

11/5/13
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): Monica Nelson Michael McConnell SCHOOL: District Offices
Gerad Ball Robert Stoner Department (opt.): School Operations
- _____ DATE(S): December 6-11, 2013

ACTIVITY/EVENT: Learning Forward 2013 Annual Conference

LOCATION: Dallas, TX

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

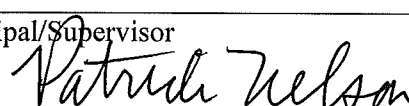
<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$2,495.00</u>	<u>140-14-100-2210-510-6360</u>
Transportation	<u>\$2,500.00</u> Mode <u>air/taxi</u>	<u>140-14-100-2210-510-6582</u>
Rental Car	_____	_____
Meals	<u>\$1,080.00</u>	<u>140-14-100-2210-510-6582</u>
Lodging	<u>\$2,600.00</u>	<u>140-14-100-2210-510-6582</u>
Substitutes	_____	
TOTAL	<u>\$8,675.00</u>	

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

Purpose of travel: To engage in effective, professional learning that will be shared throughout the district.

Outcomes and academic benefits to students and staff: _____

Submitted by:  11/4/13
Signature Date

Principal/Supervisor _____ Date _____
 11/4/13
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): Susan Zibrat
Julie Cozad

SCHOOL: District Offices
Department (opt.): Governing Board
DATE(S): April 3-8, 2014

ACTIVITY/EVENT: 74th Annual National School Boards Association (NSBA) Conference

LOCATION: New Orleans, LA

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$1,450.00</u>	<u>001-00-100-2310-502-6360</u>
Transportation	<u>\$1,100.00</u> Mode <u>air</u>	<u>001-00-100-2310-502-6582</u>
Rental Car	<u> </u>	<u> </u>
Meals	<u>\$800.00</u>	<u>001-00-100-2310-502-6582</u>
Lodging	<u>\$2,800.00</u>	<u>001-00-100-2310-502-6582</u>
Substitutes	<u> </u>	<u> </u>
TOTAL	<u>\$6,150.00</u>	

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

Purpose of travel: To join other education leaders from across the country to gain valuable knowledge and information in the areas of leadership, advocacy, technology, and school law relative to public education.

Outcomes and academic benefits to students and staff: same as above

Submitted by: Susan Zibrat _____
Signature Date

Principal/Supervisor _____ Date
Patrick Nelson 11-1-13
Associate Superintendent/Superintendent Date

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EMPLOYEE(S): Patrick Nelson

- _____

SCHOOL: District Offices
Department (opt.): Superintendent
DATE(S): April 3-8, 2014

ACTIVITY/EVENT: 74th Annual National School Board Association (NSBA) Conference

LOCATION: New Orleans, LA

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>\$725</u>		<u>140-14-100-2210-510-6360</u>
Transportation	<u>\$550</u>	Mode <u>air</u>	<u>140-14-100-2210-510-6582</u>
Rental Car	_____		
Meals	<u>\$400</u>		<u>140-14-100-2210-510-6582</u>
Lodging	<u>\$1,400</u>		<u>140-14-100-2210-510-6582</u>
Substitutes	_____		
TOTAL	<u>\$3,075</u>		

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

Purpose of travel: To join other board members, superintendents, and education leaders from across the country to gain valuable knowledge and information in the areas of leadership, advocacy, technology, and school law.

Outcomes and academic benefits to students and staff: As above

Submitted by: Patrick Nelson
Signature _____ Date _____
Principal/Supervisor _____ Date 10-31-13
Associate Superintendent/Supervisor _____ Date _____