

**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: **District Offices**

ESTIMATED NUMBER OF STUDENTS: 3

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Arizona Youth Partnership**

STAFF ADVISOR(S)/CHAPERONES: **David Goldberg and Julie Cota**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **To attend the National SADD Conference**

DESTINATION OF TRAVEL: **Pittsburgh, Pennsylvania**

DATES OF TRAVEL: **6/26-29/16**

ACADEMIC BENEFITS TO STUDENTS: **Students will attend workshops and teambuilding activities.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other _____

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>expenses paid by AZYP</u> _____
Transportation	_____ _____	<u>expenses paid by AZYP</u> _____
Meals	_____ _____	<u>expenses paid by AZYP</u> _____
Lodging	_____ _____	<u>expenses paid by AZYP</u> _____
Substitutes	_____ _____	_____

TOTAL

\$0

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

HOW ARE CHAPERONE EXPENSES PAID? _____

COST TO EACH STUDENT \$ 0

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

FUNDING SOURCE(S): _____

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY: David B. Addeberg 6/20/2016
Signature Date

APPROVED BY: Wm D. Biggs 6/20/16
Principal/Supervisor Date

Travis Nelson 6/20/16
Associate Superintendent/Superintendent Date