

**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): Pat Sledge _____

SCHOOL: Facilities

Department (opt.): _____

DATE(S): Oct. 9-11, 2012

ACTIVITY/EVENT: Security Seminar

LOCATION: Philadelphia, Pennsylvania

ABSENCE: # Days 3 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>300.00</u>	<u>001-00-100-2579-527-6360</u>
Transportation	<u>550.00</u> Mode <u>Air</u>	<u>001-00-100-2579-527-6582</u>
Rental Car	_____	_____
Meals	<u>177.00</u>	<u>001-00-100-2579-527-6582</u>
Lodging	<u>500.00</u>	<u>001-00-100-2579-527-6582</u>
Substitutes	_____	_____
TOTAL	<u>1,527.00</u>	

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

Purpose of travel Campus Security Conference

Outcomes and academic benefits to students and staff: Campus/District Security Strategies

Submitted by: _____

Signature

8-29-12

Date

Principal/Supervisor

8-29-12

Date

Associate Superintendent/Superintendent

8/31/12

Date

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EMPLOYEE(S): Todd Jaeger _____

SCHOOL: District Offices

Department (opt.): Legal

DATE(S): 10/30/12-11/2/12

ACTIVITY/EVENT: Advanced Employment Issues Symposium

LOCATION: Las Vegas NV

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>\$849.00</u>	<u>001.00.100.2579.505.6360</u>
Transportation	<u>\$212.31</u> Mode <u>air</u>	<u>001.00.100.2579.505.6582</u>
Rental Car	<u>n/a</u>	
Meals	<u>\$248.50</u>	<u>001.00.100.2579.505.6582</u>
Lodging	<u>\$794.08</u>	<u>001.00.100.2579.505.6582</u>
Substitutes	<u>n/a</u>	
TOTAL	<u>\$ 2103.89</u>	

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

Purpose of travel: Continuing Legal Education

Outcomes and academic benefits to students and staff: There have been significant developments in the area of employment law in the last several years. This seminar provides training on those issues.

Submitted by: _____

Signature

8/28/12
Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date

**AMPHITHEATER PUBLIC SCHOOLS
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EMPLOYEE(S): Mandi Hering _____

SCHOOL: IRHS

Department (opt.): Social Studies

DATE(S): 10/4-7/2012

ACTIVITY/EVENT: Council on Economic Education (CEE) Annual Literacy Conference

LOCATION: Kansas City, MO

ABSENCE: # Days 4 Sub Required: ☒ Yes ☐ No # of School Days Missed 2

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	_____	<u>The cost of the conference is being paid for</u>
Transportation	_____ Mode _____	<u>by the teacher and reimbursed by the</u>
Rental Car	_____	<u>Thomas R. Brown Foundation (TRBF)</u>
Meals	_____	_____
Lodging	_____	_____
Substitutes	<u>\$200.00</u>	<u>530-00-100-3400-280-6113</u>
TOTAL	_____	

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

Purpose of travel: The Council for Economic Education's Conference is a nationwide annual gathering of educators including K-12 teachers, college and university professors and Federal Reserve partners.

Outcomes and academic benefits to students and staff: The conference features a diverse selection of presentations, workshops and events to enable educators to raise the levels of economic and financial literacy among K-12 students. It also features the latest in curriculum development, instructional materials, teaching strategies, new programs and best practices; professional development workshops and sessions for K-12 teachers; outstanding speakers on current economic and financial topics; hands-on technology education sessions; networking opportunities; and teacher roundtables to discuss shared issues, accomplishments, challenges, and opportunities. In 2012 CEE will introduce new products and lesson plans at the conference, including the revised Advanced Placement Economics publications and the Middle School World History teacher resource.

Submitted by: _____

Signature

8/27/12

Date

Mark A. Long 5.28.12
Principal/Supervisor Date

James Lee 8/30/12
Associate Superintendent/Superintendent Date

rev. 9/21/05

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): Bob Hehli Julie Gates
Kim Frodge Kelli McKinney
Barb Dowling

SCHOOL: Nash
Department (opt.): _____
____ DATE(S): October 14-17, 2012

ACTIVITY/EVENT: No Excuses University National Convention

LOCATION: San Diego, California

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

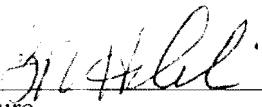
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

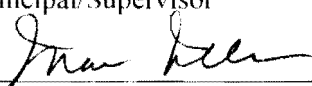
<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$2,375</u>	<u>530 00 100 2210 110 6360</u>
Transportation	<u>\$1,250</u> Mode <u>Air</u>	<u>530 00 100 2210 110 6582</u>
Rental Car	_____	_____
Meals	<u>\$675</u>	<u>530 00 100 2210 110 6582</u>
Lodging	<u>\$1,251</u>	<u>530 00 100 2210 110 6582</u>
Substitutes	<u>\$800</u>	<u>530 00 100 2210 110 6113</u>
TOTAL	<u>\$6,351</u>	

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

Purpose of travel: The No Excuses University philosophy is focus of our continuous school improvement efforts.

Outcomes and academic benefits to students and staff: 1. Creating a culture of universal achievement. 2. Creating a collaborative environment. Aligning curriculum and instruction to the standards. Using research based assessments. Creating a data management system to analyze assessments. Providing academic and behavioral interventions to support students.

Submitted by:  8-30-12
Signature Date

Principal/Supervisor Date

Associate Superintendent/Supervisor Date

**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: CDO

ESTIMATED NUMBER OF STUDENTS: 15

NAME OF SCHOOL GROUP/CLUB/ENTITY: Academic Decathlon

STAFF ADVISOR(S)/CHAPERONES: Chris Yetman, Rick Werbylo

ABSENCE: # Days 4 Sub Required: ☒ Yes ☐ No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Academic Decathlon Competition

DESTINATION OF TRAVEL: Dallas, TX

DATES OF TRAVEL: October 18 - 21, 2012

ACADEMIC BENEFITS TO STUDENTS: Academic Competition, School exchange, Study skills development, etc.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: N/A

☒ Other Air Travel

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$0</u>	_____
Transportation	<u>\$7500</u>	<u>850/526-00-100-3400-282-6519</u>
Meals	<u>\$600</u>	<u>850/526-00-100-3400-282-6892</u>
Lodging	<u>\$500</u>	<u>850/526-00-100-3400-282-6892</u>
Substitutes	<u>\$400</u>	<u>850/526-00-100-3400-282-6113</u>
TOTAL	<u>\$9000</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? **Tax Credit**

COST TO EACH STUDENT \$ **\$500**

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

FUNDING SOURCE(S): **Tax Credit Funds**

FUNDRAISING ACTIVITIES PLANNED (If applicable):
None

SUBMITTED BY: _____
Signature

08/29/12
Date

APPROVED BY: Marcia Velpe
Principal/Supervisor

8/31/12
Date

Don Pelt
Associate Superintendent/Superintendent

9/5/12
Date

**AMPHITHEATER PUBLIC SCHOOLS
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ORIGINAL SUBMISSION

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COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL**

SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 10

NAME OF SCHOOL GROUP/CLUB/ENTITY: DECA

STAFF ADVISOR(S)/CHAPERONES: Terri Bible

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Western Region Leadership Conference

DESTINATION OF TRAVEL: Seattle, Washington

DATES OF TRAVEL: November 14-16, 2012 (Wed thru Fri)

ACADEMIC BENEFITS TO STUDENTS: Workshops pertaining to careers in
marketing/competitive event preparation

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other air

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

Parent Organization _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$135.00 (teacher</u> <u>\$1,350 Students pay their regis</u>	<u>400-13-270-2190-282-6360</u> <u>850/526-00-100-3400-282-6892</u>
Transportation	<u>\$3000 Students pay their own airfare</u> <u>\$300 (teacher)</u>	<u>850/526-00-100-3400-282-6892</u> <u>400-13-270-2190-282-6582</u>
Meals	<u>\$162 (54 x 3) teacher</u> <u>\$1,200 students pay for their own meals</u>	<u>400-13-270-2190-282-6582</u> <u>850/526-00-100-3400-282-6892</u>
Lodging	<u>\$540 (180x3 - teacher)</u> <u>\$1,350 students pay their own lodging</u>	<u>400-13-270-2190-282-6582</u> <u>850/526-00-100-3400-282-6892</u>
Substitutes	<u>\$225.00 (\$75 x 3)</u>	<u>400-13-270-1001-282-6113</u>
TOTAL	<u>\$8262.00</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? NA

COST TO EACH STUDENT \$ \$690 \$135 reg, \$300 air, \$120 meals, 135 lodging

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? tax credits & club funds

FUNDING SOURCE(S): student store

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Car washes

SUBMITTED BY: _____

Signature

Date

APPROVED BY: _____

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date

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STAFF/STUDENT TRAVEL REQUEST**

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ORIGINAL SUBMISSION

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COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL**

SCHOOL: **IRHS**

ESTIMATED NUMBER OF STUDENTS: 31

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Encore Show Choir**

STAFF ADVISOR(S)/CHAPERONES: **Teresa Irwin, Melanie Hufford, Darren Hensley-Fielder, Tony
Gleckler, Genell Cherryholmes**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **The students will be participating in an adjudicated
performance and clinic as part of a Festival Program.**

DESTINATION OF TRAVEL: **Orlando, Florida**

DATES OF TRAVEL: **March 21-24, 2013**

ACADEMIC BENEFITS TO STUDENTS: **Encore will have the opportunity to participate in a positive and
educationally meaningful festival experience with professional adjudicators. There will be written and
recorded comments and a personalized educational clinic conducted by a designated adjudicator. Students
will also have the opportunity to view and critique other groups. Ensembles are given the chance to
perform, practice and learn in an amazing professional environment.**

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other **Air plane and Charter 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>\$7544.67</u>	<u>526/850-00-100-3400-280-6892</u>
Transportation	<u>\$21446.20</u>	<u>526/850-00-100-3400-280-6519</u>
Meals	<u>\$4500.00</u>	<u>526/850-00-100-3400-280-6892</u>

Lodging	<u>\$4546.93</u>	<u>526/850-00-100-3400-280-6892</u>
Substitutes	<u>0</u>	_____
TOTAL	<u>\$38037.80</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? self

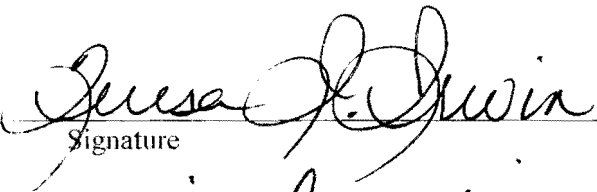
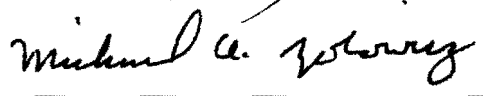
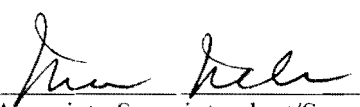
COST TO EACH STUDENT \$ 1056.60

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Fundraising, community event honorariums, donations (tax credit)

FUNDING SOURCE(S): Club funds, tax credit

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Butter Braids, car washes, candy sales, garage sales, blanket sales, t-shirt sales

SUBMITTED BY:	<u></u>	<u>8-30-12</u>
	Signature	Date
APPROVED BY:	<u></u>	<u>8/30/12</u>
	Principal/Supervisor	Date
	<u></u>	<u>9/5/12</u>
	Associate Superintendent/Superintendent	Date