

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): Elizabeth Virant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL: District Offices  
Department (opt.): Health Services  
DATE(S): 6/21-6/26/12

ACTIVITY/EVENT: National Association of School Nurses

LOCATION: San Francisco Marriot Marquis

ABSENCE: # Days 3 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>\$665</u>	<u>001.00.100.2579.542.6360</u>
Transportation	<u>\$425</u> Mode <u>Air</u>	<u>001.00.100.2579.542.6582</u>
Rental Car	_____	_____
Meals	<u>\$ 355</u>	<u>001.00.100.2579.542.6582</u>
Lodging	<u>\$ 1250</u>	<u>001.00.100.2579.542.6582</u>
Substitutes	_____	_____
TOTAL	<u>\$2695</u>	

(Note: Tax credit contributions are District funds and require a budget code.)

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

Purpose of travel: Attend the National Association of School Nurses national conference

Outcomes and academic benefits to students and staff: Describe ongoing efforts to promote health, prevent disease or disability in the school community, achieve partnerships to support health policies and programs. Bring info back to Health Services team to benefit Amphi students and staff at their respective schools.

Submitted by: Elizabeth Virant 5-1-12  
Signature Date  
Carolyn Johnson 5-3-12  
Principal/Supervisor Date  
Patrick Nelson 5-4-12  
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): Danielle Jennings \_\_\_\_\_

SCHOOL: CDO

Department (opt.): International Baccalaureate

DATE(S): June 25-29, 2012

ACTIVITY/EVENT: International Baccalaureate Training

LOCATION: Montezuma, New Mexico

ABSENCE: # Days 5 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>\$1,249.00</u>	<u>140-12-100-2210-510-6360</u>
Transportation	<u>\$ 600.00</u> Mode <u>car</u>	<u>140-12-100-2210-510-6582</u>
Rental Car	<u>\$ 0</u>	_____
Meals	<u>\$ 75.00</u>	<u>140-12-100-2210-510-6582</u>
Lodging	<u>\$ 0</u>	_____
Substitutes	<u>\$ 0</u>	_____
TOTAL	<u>\$1924.00</u>	

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

Purpose of travel: Ms. Jennings will receive training to become a fully certified International Baccalaureate teacher

Outcomes and academic benefits to students and staff: Ms. Jennings will be able to work in Canyon del Oro's International Baccalaureate Programme and teach Russian.

Submitted by:

Signature

5/7/2012

Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date

## 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): Mary Kolsrud, Robin Meece, Kris Holt and Gina Stickle

SCHOOL: Prince Elementary

DATE(S): July 29-August 2, 2012

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: Philadelphia, PA

ABSENCE: # Days 0 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>\$2,956.00</u>	140-12-100-2210-510-6360
Transportation	<u>\$2,720.00</u>	140-12-100-2210-510-6582
Rental Car	<u>                    </u>	<u>                    </u>
Meals	<u>\$1,180.00</u>	140-12-100-2210-510-6582
Lodging	<u>\$1,600.00</u>	140-12-100-2210-510-6582
Substitutes	<u>                    </u>	<u>                    </u>
TOTAL	<u>\$8,456.00</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 to support the implementation of the program. This will include our district coordinator, site coordinator, AVID elective teachers, and two content area teachers.

Outcomes and academic benefits to students and staff: Teachers will learn effective instructional practices and our site team will explore data to construct an action plan for effective implementation. The AVID program targets our underserved students (minority and average achievers); provides quality staff development for teachers; helps schools build community support systems for school success; and addresses how to grant equitable access to rigorous curricula for all students.

Submitted by:

Signature

Date

80100 tc

4.26.12

Principal/Supervisor

Date

Patrick Tullson  
Associate Superintendent/Supervisor

5-12-12  
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): Michael McConnell \_\_\_\_\_  
Rob Moore \_\_\_\_\_  
Mitch Miller \_\_\_\_\_

SCHOOL: Walker  
Department (opt.): \_\_\_\_\_  
\_\_\_\_ DATE(S): July 29-August 2, 2012

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: Philadelphia, PA.

ABSENCE: # Days 0 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>\$2,217.00</u>	<u>140-12-100-2210-510-6360</u>
Transportation	<u>\$1,503.60</u> Mode <u>Air</u>	<u>140-12-100-2210-510-6582</u>
Rental Car	<u>\$132.00</u>	<u>140-12-100-2210-510-6582</u>
Meals	<u>\$651.00</u>	<u>140-12-100-2210-510-6582</u>
Lodging	<u>\$1,482.60</u>	<u>140-12-100-2210-510-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$5,986.20</u>	

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

Purpose of travel: AVID (Advancement Via Individual Determination) training for the Walker AVID team. This training will support the implementation of the program. The team consists of the site Administrator, one 5<sup>th</sup> grade teacher and one 4<sup>th</sup> grade teacher.

Outcomes and academic benefits to students and staff: The team will learn effective instructional practices and our team will explore data to construct an action plan for implementation. The AVID program targets our underserved students (average achievers); provides staff development for teachers; helps schools build community and addresses the need for a rigorous curriculum for all students.

Submitted by:

Signature

5/9/12  
Date

Principal/Supervisor

5/9/12  
Date

5-10-12

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): Patrick Nelson  
- \_\_\_\_\_  
\_\_\_\_\_

SCHOOL: District Offices  
Department (opt.): School Operations  
DATE(S): July 7-11, 2012

ACTIVITY/EVENT: National School Public Relations Association Seminar

LOCATION: Chicago, Illinois

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>845.00</u>	<u>140.12.100.2210.510.6360</u>
Transportation	<u>650.00</u> Mode <u>air/taxi</u>	<u>140.12.100.2210.510.6582</u>
Rental Car	<u>175.00</u>	<u>140.12.100.2210.510.6582</u>
Meals	<u>295.00</u>	<u>140.12.100.2210.510.6582</u>
Lodging	<u>1000.00</u>	<u>140.12.100.2210.510.6582</u>
Substitutes	_____	_____
TOTAL	<u>2965.00</u>	

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

Purpose of travel: To attend the NSPRA Seminar

Outcomes and academic benefits to students and staff: \_\_\_\_\_

Submitted by: Patrick Nelson  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Associate Superintendent/Superintendent \_\_\_\_\_ 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: **IRHS**

ESTIMATED NUMBER OF STUDENTS: 3

NAME OF SCHOOL GROUP/CLUB/ENTITY: **National History Day competition**

STAFF ADVISOR(S)/CHAPERONES: **April Kozubal, History Teacher**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Sara Luu, Haley Petersen and Alejandra Katz won 2<sup>nd</sup> place at the state competition and are advancing to the national level of the National History Day contest**

DESTINATION OF TRAVEL: **University of Maryland, College Park, Maryland/Washington, D.C.**

DATES OF TRAVEL: **June 10-14, 2012**

ACADEMIC BENEFITS TO STUDENTS: **Students engage in real historical research. Students develop critical thinking and problem-solving skills that will help them manage and use information now and in the future. Students develop public speaking skills. Students learn how to create websites and annotated bibliographies for their websites.**

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

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

☒ Other **Air**

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	<b><u>\$40.00</u></b>	<b><u>526-00-100-3400-280-6892</u></b>
Transportation	<b><u>\$1,600.00</u></b>	<b><u>526-00-100-3400-280-6519</u></b>
Meals	_____	_____
Lodging	<b><u>\$1,340.00</u></b>	<b><u>526-00-100-3400-280-6892</u></b>

Substitutes \_\_\_\_\_

TOTAL \$2,980

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No  
IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? paid by Ironwood Ridge

COST TO EACH STUDENT \$ 400

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

FUNDING SOURCE(S): \_\_\_\_\_

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
N/A

SUBMITTED BY: \_\_\_\_\_

Signature

Date

APPROVED BY: \_\_\_\_\_

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date