

**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): Thomas Collins
Huseby, Jayne
Heagle, Denise
(plus two additional teachers TBD)

SCHOOL: District Offices
Department (opt.): Language Acquisition
DATE(S): March 20-23, 2013

ACTIVITY/EVENT: Teachers of English to Speakers of Other Languages (TESOL) Conference
LOCATION: Dallas, Texas

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>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$2,675.00</u>	<u>191-13-100-2210-511-6360</u>
Transportation	<u>\$2,500.00</u> Mode <u>Airfare</u>	<u>191-13-100-2210-511-6582</u>
Rental Car	_____	_____
Meals	<u>\$1,080.00</u>	<u>191-13-100-2210-511-6582</u>
Lodging	<u>\$2,160.00</u>	<u>191-13-100-2210-511-6582</u>
Substitutes	<u>\$ 900.00</u>	<u>191-13-100-1062-511-6113</u>
TOTAL	<u>\$9,315.00</u>	

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

Purpose of travel: Professional development in English Language Development instruction.

Outcomes and academic benefits to students and staff: More effective ELD leadership and instruction for leaders and teachers in the Language Acquisition Department.

Submitted by: Jayne Huseby 12/21/2012
Signature Date
Thomas Collins 12-21-2012
Principal/Supervisor Date
John Deen 1/15/13
Associate Superintendent/Superintendent Date

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EMPLOYEE(S): Chris Yetman

SCHOOL: CDO
 Department (opt.): IB/Math
 DATE(S): 2-24-13 to 2-27-13

ACTIVITY/EVENT: IB Math HL category 2 training

LOCATION: Rice University, Houston Texas

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>800.00</u>	<u>140-13-100-2210-510-6360</u>
Transportation	<u>800.00</u> Mode <u>airline</u>	<u>140-13-100-2210-510-6582</u>
Rental Car	<u>102.00 Shuttle</u>	<u>140-13-100-2210-510-6582</u>
Meals	<u>236.00</u>	<u>140-13-100-2210-510-6582</u>
Lodging	<u>608.40</u>	<u>140-13-100-2210-510-6582</u>
Substitutes	<u>225.00</u>	<u>140-13-100-2210-510-6113</u>
TOTAL	<u>2771.40</u>	


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

Purpose of travel: Purpose is for category 2 training in Math HL in order to teach higher level math and meet the International Baccalaureate Programme requirements.

Outcomes and academic benefits to students and staff: Academic subject depth and preparedness for rigorous student achievement.

Submitted by:  1/14/13
 Signature Date

 1/15/13
 Principal/Supervisor Date

 1/15/13
 Associate Superintendent/Superintendent Date

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THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): Lisa Lipins

SCHOOL: CDO
 Department (opt.): _____
 DATE(S): Feb. 22-24, 2013

ACTIVITY/EVENT: IB CAS workshop
 LOCATION: New York, NY

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>699.00</u>	<u>140-13-100-2210-510-6360</u>
Transportation	<u>925.00</u> Mode <u>airline</u>	<u>140-13-100-2210-510-6582</u>
Rental Car	<u>102.00</u> Taxi/shuttle	<u>140-13-100-2210-510-6582</u>
Meals	<u>296.00</u>	<u>140-13-100-2210-510-6582</u>
Lodging	<u>900.00</u>	<u>140-13-100-2210-510-6582</u>
Substitutes	<u>0</u>	_____
TOTAL	<u>2922.00</u>	

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

Purpose of travel: Lisa will receive her CAS training which is needed to become a IB/CAS instructor for the 2013/2014 school year.

Outcomes and academic benefits to students and staff: The students will actively learn from the experience of doing real tasks beyond the classroom.

Submitted by: Lisa Lipins _____ 1/15/13
 Signature Date

Marcia Kelpo _____ 1/15/13
 Principal/Supervisor Date

Tom Nelson _____ 1/15/13
 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): Jill Christman

SCHOOL: CDO
Department (opt.): _____
DATE(S): Mar. 9 - 11, 2013

ACTIVITY/EVENT: IB Workshop Chemistry Category 2

LOCATION: Memphis, TN

ABSENCE: # Days 3 Sub Required: Yes No # of School Days Missed 1

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>699.00</u>	<u>140-13-100-2210-510-6360</u>
Transportation	<u>725.00</u> Mode <u>airline</u>	<u>140-13-100-2210-510-6582</u>
Rental Car	<u>100.00</u> <u>Taxi/shuttle</u>	<u>140-13-100-2210-510-6582</u>
Meals	<u>236.00</u>	<u>140-13-100-2210-510-6582</u>
Lodging	<u>498.00</u>	<u>140-13-100-2210-510-6582</u>
Substitutes	<u>75.00</u>	<u>140-13-100-2210-510-6113</u>
TOTAL	<u>2333.00</u>	

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

Purpose of travel: Jill will receive her category 2 training for chemistry SL that is a requirement of IB.

Outcomes and academic benefits to students and staff: The outcome and benefit is the in depth training in assessments in the area of chemistry. Therefore providing the students with assessment knowledge.

Submitted by: Jill Christman 1/15/13
Signature Date

Marcia Volpe 1/15/13
Principal/Supervisor Date

Don Delu 1/15/13
Associate Superintendent/Superintendent Date

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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: Coronado K-8

ESTIMATED NUMBER OF STUDENTS: 49

NAME OF SCHOOL GROUP/CLUB/ENTITY: National Junior Honor Society

STAFF ADVISOR(S)/CHAPERONES: Gerad Ball, Cathy Crocket, Michelle Goodman, Andragayle Pye, Rob Retherford

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Continued focus on supporting academic achievement through the five areas of National Junior Honor Society; service, citizenship, character, leadership and scholarship. The main focus will be character, leadership skills and citizenship.

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: April 5, 2013 (10:00 PM) - April 7, 2013 (7:00 AM)

ACADEMIC BENEFITS TO STUDENTS: Successful completion of a community based service program.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Gray Line Tours Charter Bus

Are expenses paid from any of the following accounts? Auxiliary No, Tax Credits No, Club Funds Yes, Parent Organization No.

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$4,067.00</u>	<u>850-00-100-1001-115-6892</u>
Transportation	<u>\$2,850.00</u>	<u>850-00-100-1001-115-6519</u>
Meals	<u>0</u>	<u>N/A</u>
Lodging	<u>0</u>	<u>N/A</u>
Substitutes	<u>0</u>	<u>N/A</u>

TOTAL

\$6,917.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **no**

IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? **Student Activity Funds**

COST TO EACH STUDENT \$ **150.00**


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


FUNDING SOURCE(S): **Student Payments**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

N/A

SUBMITTED BY:  12/20/12
Signature Date

APPROVED BY:  12/20/12
Principal/Supervisor Date

 1/7/13
Associate Superintendent/Superintendent Date