



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: **October 20, 2026**

TITLE: **Approval of Out of State Travel**

BACKGROUND:

STAFF

Darlene Mansouri requests permission to attend Navigating Change, Sustaining Impact 2026 Fall Forum on December 1-4, 2026 in New Orleans, Louisiana. Approximate cost of travel is \$3,547.48 and will be paid using Title I funds. Four school days will be missed, and no substitute is required.

BUDGET CODE KEY		
100.27.100.2579.6360.509.0000	Title I	Non-instructional Training, Employee Training, State & Federal Programs
100.27.100.2579.6582.509.0000	Title I	Non-instructional Training, Employee Travel, State & Federal Programs

RECOMMENDATION:

It is the recommendation of the administration that the above travel be approved.

INITIATED BY:

Matthew Munger
Associate Superintendent for Secondary Education

Date: October 19, 2026

Todd A. Jaeger, J.D., Superintendent

**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): Darlene Mansouri

SCHOOL: District Offices

Department (opt.): State & Federal Programs

DATE(S): December 1-4, 2026

ACTIVITY/EVENT: Navigating Change, Sustaining Impact 2026 Fall Forum

LOCATION: New Orleans, LA

ABSENCE: # Days 4 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>\$1,445.00</u>	<u>100.27.100.2579.6360.509.0000</u>
Transportation	<u>\$755.00</u>	Mode <u>Air, Shuttle, Parking</u> <u>100.27.100.2579.6582.509.0000</u>
Rental Car	_____	_____
Meals	<u>\$217.00</u>	<u>100.27.100.2579.6582.509.0000</u>
Lodging	<u>1,130.48</u>	<u>100.27.100.2579.6582.509.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$3,547.48</u>	

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

* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel: To attend the 2026 Fall Forum Navigating Change, Sustaining Impact Conference.

Outcomes and academic benefits to students and staff: To gain a clear, practical understanding of the administrative requirements under EDGAR and the updated UGR applicable to federal education funding. This session breaks down what grantees and subgrantees need to know to stay compliant, reduce risk, and manage funds with confidence.

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

☐ Caring	☐ Citizenship	☒ Collaboration
☒ Communication	☐ Creative Thinking	☐ Critical Thinking
☒ Problem-Solving	☐ Scholarship	

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

Submitted by: _____

Signature

Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date