

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): Mary Beth Santillan _____

SCHOOL: District Offices
Department (opt.): State and Federal Programs
DATE(S): 10-27-18 to 10-30-18

ACTIVITY/EVENT: The 30th Annual Conference for the National Association for the Education of Homeless Children and Youth

LOCATION: Hilton Anaheim 777 Convention Way, Anaheim, CA 92802

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>\$525.00</u>	<u>270-19-102-2120-510-6360</u>
Transportation	<u>\$602.00</u>	Mode <u>Flight/Shuttle</u> <u>270-19-102-2120-510-6582</u>
Rental Car	_____	_____
Meals	<u>\$125.25</u>	<u>270-19-102-2120-510-6582</u>
Lodging	<u>\$551.07</u>	<u>270-19-102-2120-510-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$1,803.32</u>	

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

Purpose of travel: National Conference attendance.

Outcomes and academic benefits to students and staff: McKinney-Vento Liaison will receive specialized training, gain knowledge and obtain insights from federal officials and nationally recognized authorities related to McKinney-Vento law, best practices, and available resources regarding the issue of homeless education.

Submitted by: Mary Beth Santillan 6/12/18
Signature Date

Darlene Mansouri 6.12.18
Principal/Supervisor Date

Janice Julea 6/18/18
Associate Superintendent/Superintendent Date