

**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: 40

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Cross Country**

STAFF ADVISOR(S)/CHAPERONES: **Gary Forrest, Rob Clouse, Dan and Susan Latin, Dave and Lisa Powell**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Mt. Carmel Cross Country Meet**

DESTINATION OF TRAVEL: **San Diego, CA**

DATES OF TRAVEL: **9/20-22/13**

ACADEMIC BENEFITS TO STUDENTS: **N/A**

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

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

☒ Other **Tour 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	<b><u>\$275.00</u></b>	<b><u>526/850-00-100-3400-280-6892</u></b>
Transportation	<b><u>\$3,400.00</u></b>	<b><u>526/850-00-100-3400-280-6519</u></b>
Meals	<b><u>\$2,300.00</u></b>	<b><u>526/850-00-100-3400-280-6892</u></b>
Lodging	<b><u>\$2,710.00</u></b>	<b><u>526/850-00-100-3400-280-6892</u></b>
Substitutes	<b><u>\$108.50</u></b>	<b><u>530-00-100-3400-280-6113</u></b>
TOTAL	<b><u>\$7,883.50</u></b>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? N/A  
IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? Yes

COST TO EACH STUDENT \$ 200.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? TAX Credit funds from Cross Country TAX Credit Account

FUNDING SOURCE(S): TAX Credit/Club funds

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
None

SUBMITTED BY: Gary Jorret 5/9/13  
Signature Date

APPROVED BY: Wanda D. 6/5/13  
Principal/Supervisor Date

Patricia Nelson \_\_\_\_\_  
Associate Superintendent/Superintendent Date