

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: 14

NAME OF SCHOOL GROUP/CLUB/ENTITY: **IRHS Boys Varsity Basketball**

STAFF ADVISOR(S)/CHAPERONES: **Nick Widera (Head Coach) /Ryan Bais/ Marius Petravicius**

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Rancho Mirage Holiday Invitational**

DESTINATION OF TRAVEL: **Rancho Mirage, CA**

DATES OF TRAVEL: **Dec. 26th 2016 - Dec 30th 2016**

ACADEMIC BENEFITS TO STUDENTS: **This is an athletic competition for our Varsity Basketball players which is a reward for the team's athletic ability and academic performance. Our Boy's Basketball program supports the academic mission of Ironwood Ridge and we want to use this trip to reward our players that have achieved this mission on the basketball court, but also in the classroom which is the most important. Any players with low grades are not allowed to attend this trip. It will also be a great bonding trip for the boys and help them compete out of their comfort zone in Arizona and learn how to work together as one unit towards a common goal.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other **Rental Vans-Enterprise**

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 | <u>\$550.00</u> | <u>526/850-00-100-1001-280-6892</u> |
| Transportation | <u>\$ 2,000.00</u> | <u>526/850-00-100-1001-280-6519</u> |
| Meals | <u>\$ 1,500.00</u> | <u>526/850-00-100-1001-280-6892</u> |

| | | |
|--------------|--------------------|------------------------------|
| Lodging | \$ 4,000.00 | 526/850-00-100-1001-280-6892 |
| Substitutes | N/A | N/A |
| TOTAL | \$ 8,050.00 | |

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **NO**
 IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? **Using club funds from fundraising.**

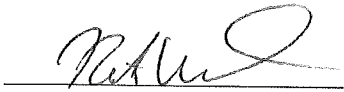
COST TO EACH STUDENT \$ **0 (exception would be personal expenses; tournament shirt, etc.)**


HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **All team members share the fundraising responsibilities. The Coaching Staff assists with tax credit donations to cover other's needs.**


FUNDING SOURCE(S): **Boys Basketball Tax Credit and Club Funds**

FUNDRAISING ACTIVITIES PLANNED (If applicable):
2016 summer basketball camp, sponsorships, tax credit campaign and Team Cup Fundraiser

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

SUBMITTED BY:  6/7/16
 Signature Date

APPROVED BY:  10/26/16
 Principal/Supervisor Date

 11/7/16
 Associate Superintendent/Superintendent Date

AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST

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SCHOOL: **IRHS**

ESTIMATED NUMBER OF STUDENTS: 25

NAME OF SCHOOL GROUP/CLUB/ENTITY: **IRHS Wrestling Team**

STAFF ADVISOR(S)/CHAPERONES: **Joe Kline, Armondo Cordova, Dan Rokop**

ABSENCE: # Days 3 Sub Required: Yes No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Rumble at the Lake**

DESTINATION OF TRAVEL: **Lake Elsinore, CA**

DATES OF TRAVEL: **December 28-30 2016**

ACADEMIC BENEFITS TO STUDENTS: **We currently have 10 wrestlers in college who have benefited from these types of tournaments by receiving financial aid. This is the type of tournament that college coaches pay attention to and attend. The students will be able to compete against other students from the southwest US.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other **Enterprise Rental - 520-888-8108**

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 | <u>waived</u> | _____ |
| Transportation | <u>\$1,000.00</u> | <u>526/850-00-100-1001-280-6519</u> |
| Meals | <u>0</u> | _____ |
| Lodging | <u>\$1,500.00</u> | <u>526/850-00-100-1001-280-6892</u> |
| Substitutes | <u>0</u> | _____ |

TOTAL \$2,500.00

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

HOW ARE CHAPERONE EXPENSES PAID? Included in student costs, except for food, which will be self paid.

COST TO EACH STUDENT \$ \$50.00 - \$75.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Club funds, tax credit and parent booster club will pay for the trip, except for food. Parent booster club is willing to pay for any student who needs financial help.

FUNDING SOURCE(S): Tax credit, student club, booster club

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Golf tournament, silent auction

SUBMITTED BY: Joseph Kline 10/26/16
Signature Date

APPROVED BY: Natalie Bauert 10/26/16
Principal/Supervisor Date

Thomas Nelson 11/7/16
Associate Superintendent/Superintendent Date

AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST

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SCHOOL: AHS

ESTIMATED NUMBER OF STUDENTS: 55

NAME OF SCHOOL GROUP/CLUB/ENTITY: Amphi Orchestra, Band, Choir,

STAFF ADVISOR(S)/CHAPERONES: Russ Granillo, Sonya Yount, Jessi Erickson, Roy Fallstrom, Lisa French, Patti Giffney

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: California Music trip

DESTINATION OF TRAVEL: Marriott Fairfield 7828 Orangetrope Blvd. Buena Park, CA90621, 714-670-7200

DATES OF TRAVEL: Friday, March 10 through Sunday, March 12, 2017

ACADEMIC BENEFITS TO STUDENTS: Students will receive critiques on musicianship and technique during a workshop with college level directors. Students will compete for awards given based on various areas of musicianship. They will get to experience performing in a large venue and they will also see a professional performance of a musical.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Southwest Road Trips 9251 N. Moonview Pl. Tucson, AZ 85742

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 | <u>\$7,020.00</u> | <u>850/526/525-00-100-1001-281-6892</u> |
| Transportation | <u>\$5,940.00</u> | <u>850/526/525-00-100-1001-281-6519</u> |
| Meals | <u>\$2,700.00</u> | <u>850/526/525-00-100-1001-281-6892</u> |
| Lodging | <u>\$5,130.00</u> | <u>850/526/525-00-100-1001-281-6892</u> |

Substitutes \$200.00

850/526/525-00-100-1001-281-6113

TOTAL \$21,560.00

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

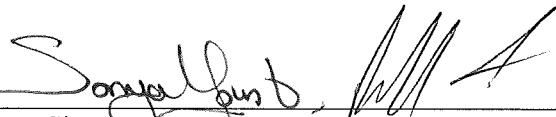
HOW ARE CHAPERONE EXPENSES PAID? Chaperones will pay their own expenses

COST TO EACH STUDENT \$ \$395.00


HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Several opportunities for fundraising are made available to all participating students. Partial scholarships are made available to students based on need and resources.

FUNDING SOURCE(S): Club, Parent Organization, Tax Credit


FUNDRAISING ACTIVITIES PLANNED (If applicable):
Restaurant nights, Car Washes, U of A concession stand work.

SUBMITTED BY: 
Signature

10/17/16
Date

APPROVED BY: 
Principal/Supervisor

10/17/16
Date


Associate Superintendent/Superintendent

11/2/16
Date

AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 16

NAME OF SCHOOL GROUP/CLUB/ENTITY: Dorado Dancers

STAFF ADVISOR(S)/CHAPERONES: Casonti McClure, Melissa Hoel

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: New York Dancers tour

DESTINATION OF TRAVEL: New York City, New York

DATES OF TRAVEL: March 12-16, 2017

ACADEMIC BENEFITS TO STUDENTS: Students will participate in several days of dance classes at three professional company studios, American Ballet theater/school, Alvin Ailey school, and the New York City Rockettes. We will also get a chance to meet and discuss what life is like with professional dancers from these three genre of dance. Trip also includes a back stage tour of Radio City Music Hall and Lincon Center tour, as well as attending a Broadway show. Students will compete for choreographer and dancer slots for next years performance team.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Flight and charter bus through Educational Performance Tours - Student Group Performance Tours

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 | <u>\$ 34,200.00</u> | <u>526/850-00-100-1001-282-6892</u> |
| Transportation | <u>included</u> | _____ |
| Meals | <u>self pay lunches</u> | _____ |

| | | |
|-------------|--------------------|-------|
| Lodging | <u>included</u> | _____ |
| Substitutes | <u>NA</u> | _____ |
| TOTAL | <u>\$34,200.00</u> | |

WILL THE DISTRICT RECEIVE REIMBURSEMENT? _____
 IF SO, SOURCE & AMOUNTS: _____

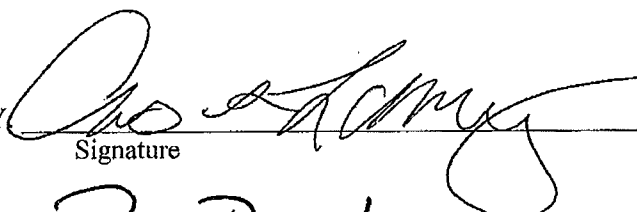
HOW ARE CHAPERONE EXPENSES PAID? _____


COST TO EACH STUDENT \$ 1,900.00


HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? students will have opportunities to work during fundraisers to earn their share of the costs

FUNDING SOURCE(S): _____

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Car Washes, Dance Calendars sales, Flower sales during Winter concert, Dance clinics

SUBMITTED BY:  10/25/2016
 Signature Date

APPROVED BY:  10/27/16
 Principal/Supervisor Date

 11/7/16
 Associate Superintendent/Superintendent Date

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 20

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO Varsity Softball

STAFF ADVISOR(S)/CHAPERONES: Kelly Fowler, Kevin Glynn, Gale Bundrick

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: California Classic Softball Tournament

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: April 5-9, 2017

ACADEMIC BENEFITS TO STUDENTS: Competition with 32 elite teams from several western states

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Mountain View Tour bus

Are expenses paid from any of the following accounts? Auxiliary _____ Tax Credits XX Club Funds XX
Parent Organization _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

| | APPROX. COST | BUDGET CODE |
|----------------|------------------|---------------------------------|
| Registration | <u>\$ 575.00</u> | <u>525-00-100-1001-282-6892</u> |
| Transportation | <u>\$2500.00</u> | <u>850-00-100-1001-282-6519</u> |
| Meals | <u>\$1500.00</u> | <u>850-00-100-1001-282-6892</u> |
| Lodging | <u>\$4500.00</u> | <u>526-00-100-1001-282-6892</u> |
| Substitutes | _____ | _____ |
| TOTAL | <u>\$9075.00</u> | |

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

HOW ARE CHAPERONE EXPENSES PAID? Club Fund

COST TO EACH STUDENT \$ 0

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? N/A

FUNDING SOURCE(S): Club Funds/Tax Credit (if applicable)

FUNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY:

Kelly Fowler
Signature

10-27-16
Date

APPROVED BY:

Paul D...
Principal/Supervisor

10/27/16
Date

Monica K...
Associate Superintendent/Superintendent

11/7/16
Date

AMPHITHEATER PUBLIC SCHOOLS
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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 50

NAME OF SCHOOL GROUP/CLUB/ENTITY: Canyon Del Oro High School Show Choirs

STAFF ADVISOR(S)/CHAPERONES: Laonna Davis, Martina Ritzen, Susan Leader, Mari Hinojosa, Laura Raymundo, Joni Dean, Karen Laass, John Cummins

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: To participate in a national show choir competition

DESTINATION OF TRAVEL: Burbank, CA

DATES OF TRAVEL: April 6-9, 2017

ACADEMIC BENEFITS TO STUDENTS: Students compete in a national competition, will be judged by nationally acclaimed adjudicators, and observe world class performances.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Bee Line Charter Bus

Are expenses paid from any of the following accounts? Auxiliary Yes Tax Credits Yes Club Funds Yes
Parent Organization _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

| | APPROX. COST | BUDGET CODE |
|----------------|---------------------------|-------------------------------------|
| Registration | <u>\$12,000.00</u> | <u>526/850-00-100-1001-282-6892</u> |
| Transportation | <u>\$4000.00</u> | <u>526/850-00-100-1001-282-6519</u> |
| Meals | <u>pay for themselves</u> | _____ |
| Lodging | <u>\$4000.00</u> | <u>526/850-00-100-1001-282-6892</u> |
| Substitutes | <u>\$200.00</u> | <u>526/850-00-100-1001-282-6113</u> |

TOTAL

\$20,200.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? _____

IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? Chaperones pay own expenses

COST TO EACH STUDENT \$ 360.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? scholarships and fundraising

FUNDING SOURCE(S): fundraising, tax credit

FUNDRAISING ACTIVITIES PLANNED (If applicable):
car wash, candy sales, donations from community concerts

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

SUBMITTED BY: Laonna Davis
Signature

Oct. 19, 2016
Date

APPROVED BY: Paul D. [Signature]
Principal/Supervisor

10/27/16
Date

[Signature]
Associate Superintendent/Supintendent

11/7/16
Date

AMPHITHEATER PUBLIC SCHOOLS
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ORIGINAL SUBMISSION

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

SCHOOL: Painted Sky

ESTIMATED NUMBER OF STUDENTS: 122

NAME OF SCHOOL GROUP/CLUB/ENTITY: Painted Sky Fifth Grade

STAFF ADVISOR(S)/CHAPERONES: Brianne Ronnie, Janet Castles, Shawna Bennett, Lindsay Herson Heidi Radtke, Heidi Rizley, Brittany and Jamie Dundon, Rebecca Shneiderman, Ann Loran, Chris Collins, Sandra Beno-Butterbrodt, Alissa Custer, Erin Hansen, Luis Martinez, Heather Oakes, Jody Shipton, Mrs. Rawn, Mrs. Crawford, Mrs. Steele, Mr. Tengel, Mrs. Mitchell, Mrs. Rice, Jennifer Norman, Sara Nicolai, Christy Scott, Jennie Lane, Kristen Wilson, Debra Martinez

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Disney YES Physics Lab and Riley Farms Civil War Experience

DESTINATION OF TRAVEL: Anaheim, California

DATES OF TRAVEL: April 24-26, 2017-Bennett and Herson's classes will go (3 days) and May 1-3, 2017- Ronnie and Castles classes will go (3 days).

ACADEMIC BENEFITS TO STUDENTS: 122 5th graders will travel to California for the Disney YES Properties of Motion Program and the Riley Farms Civil War Simulation. At Disney California Adventure, students will learn how kinetic energy and speed are used to create attractions and gain an understanding of the real-world application of physics. Students will design coasters based on the laws of force and motion then ride a similar attraction at California Adventure and have the chance to modify their designs in Disney's Physics Lab based on their findings. They will design 3 prototypes of rides. The historical simulation at Riley Farms will depict the key events that led to the civil war. The students will take on the duties of the soldiers, reenact the battles, and arrive at historically accurate solutions. They will experience a first-hand glimpse of America's past during an historical Civil War Reenactment. The students will be put into groups where they will participate and compete in a scavenger hunt for both experiences. Prizes will be awarded for the most creative and best engineered coaster in the physics lab and for the groups that create, maintain, and accurately balance their budgets.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Project Exploration

Are expenses paid from any of the following accounts? Auxiliary yes Tax Credits yes Club Funds no
Parent Organization no

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

| | APPROX. COST | BUDGET CODE |
|----------------|-----------------|-------------------------------------|
| Registration | <u>\$45,140</u> | <u>525/526-00-100-1001-114-6892</u> |
| Transportation | _____ | _____ |
| Meals | _____ | _____ |
| Lodging | _____ | _____ |
| Substitutes | _____ | _____ |
| TOTAL | <u>\$45,140</u> | |

WILL THE DISTRICT RECEIVE REIMBURSEMENT? no

IF SO, SOURCE & AMOUNTS: The field trip is paid for with tax credit donations, fundraising, and by the parents.

HOW ARE CHAPERONE EXPENSES PAID? Chaperones will pay for themselves.

COST TO EACH STUDENT \$ 370 unless enough money is raised by donations and fundraising.

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax credits and fundraising.

FUNDING SOURCE(S): Tax credits, fundraising, and parents.

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Two yard sales, selling of spirit sticks, Donor's Choose, selling of drinks at school events, and holiday grams.

SUBMITTED BY:

Bonnie Ronnie

Signature

9/30/16

Date

APPROVED BY:

Wendy Brallas Oden

Principal/Supervisor

10-4-16

Date

Kari Nelson

Associate Superintendent/Superintendent

10/18/16

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): Emery Thomure _____

SCHOOL: CDO
 Department (opt.): IB
 DATE(S): November 29 - Dec 3, 2016

ACTIVITY/EVENT: IB Category 1 - Language A: Literature
 LOCATION: St. Pete Beach, FL

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 4

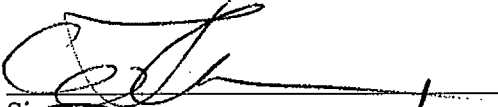

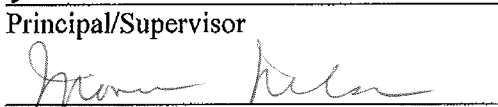
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

| <u>APPROXIMATE COST</u> | <u>BUDGET CODE/DESCRIPTION</u> |
|---|--|
| | (Note: Tax credit contributions are District funds and require a budget code.) |
| Registration <u>\$ 890.00</u> | <u>140-17-100-2210-510-6360</u> |
| Transportation <u>\$ 700.00</u> Mode <u>airline</u> | <u>140-17-100-2210-510-6582</u> |
| Rental Car <u>\$ 100.00 (shuttle)</u> | <u>140-17-100-2210-510-6582</u> |
| Meals <u>\$ 270.00</u> | <u>140-17-100-2210-510-6582</u> |
| Lodging <u>\$1200.00</u> | <u>140-17-100-2210-510-6582</u> |
| Substitutes <u>\$400.00</u> | <u>140-17-100-2210-510-6113</u> |
| TOTAL <u>\$3560.00</u> | |

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

Purpose of travel: Training in Language Literature in order to teach IB courses at CDO and meet the International Baccalaureate Programme requirements.

Outcomes and academic benefits to students and staff: Academic subject depth and preparedness for rigorous broad and balanced, yet academically demanding programme of study with the development of critical-thinking and reflective skills for student achievement.

Submitted by:  _____ Date 10/20/2016
 Signature Date
 _____ Date 10/21/16
 Principal/Supervisor Date
 _____ Date 11/7/16
 Associate Superintendent/Supervisor 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): Don Enright _____

SCHOOL: CDO
 Department (opt.): _____
 DATE(S): February 8-10, 2017

ACTIVITY/EVENT: 2017 Collegeboard Western Regional Forum

LOCATION: Costa Mesa, CA

ABSENCE: # Days 3 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>\$275.00</u> | <u>525-00-100-2410-282-6360</u> |
| Transportation | <u>\$700.00</u> Mode <u>air/shuttle</u> | <u>525-00-100-2410-282-6582</u> |
| Rental Car | _____ | _____ |
| Meals | <u>\$162.00</u> | <u>525-00-100-2410-282-6582</u> |
| Lodging | <u>\$450.00</u> | <u>525-00-100-2410-282-6582</u> |
| Substitutes | _____ | _____ |
| TOTAL | <u>\$1587.00</u> | |

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

Purpose of travel: To collaborate with other AP Coordinators and learn about new initiatives.

Outcomes and academic benefits to students and staff: The information learned will help expand student opportunities and explore best practices in access, instruction and assessment.

Submitted by: _____ 10/31/16
 Signature Date
 _____ 11/1/16
 Principal/Supervisor Date
 _____ 11/7/16
 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): Jennifer Letts _____

SCHOOL: AMS
 Department (opt.): _____
 DATE(S): March 1-4, 2017

ACTIVITY/EVENT: No Excuses Leadership Academy

LOCATION: Indian Wells, CA

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>\$650.00</u> | <u>100-17-100-2210-166-6360</u> |
| Transportation | <u>\$500.00</u> Mode <u>Airlines</u> | <u>100-17-100-2210-166-6582</u> |
| Rental Car | _____ | _____ |
| Meals | <u>\$176.00</u> | <u>100-17-100-2210-166-6582</u> |
| Lodging | <u>\$650.00</u> | <u>100-17-100-2210-166-6582</u> |
| Substitutes | _____ | _____ |
| TOTAL | <u>\$1,976.00</u> | |


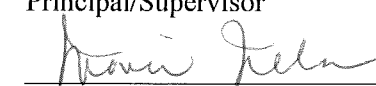
The District will (or) will not receive reimbursement from outside sources.

Purpose of travel: No Excuses University Leadership Academy to continue the college bound culture.

Outcomes and academic benefits to students and staff: Staff will learn the nine bold choices that every exceptional leader makes, discover better ways to serve students, parents and staff and become proficient in being candid without being confrontational.

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

Submitted by:

| | | | |
|---|---|------|----------------|
| Signature | _____ | Date | _____ |
| |  | | <u>2/24/16</u> |
| Principal/Supervisor | _____ | Date | _____ |
| |  | | <u>4/7/16</u> |
| 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): Jayne Huseby Darlene Mansouri SCHOOL: District Offices
 _____ _____ Department (opt.): St. & Fed. Programs Office
 _____ _____ DATE(S): 3/20-3/24/17

ACTIVITY/EVENT: **Teachers of English to Speakers of Other Languages (TESOL) 2017 International Convention & English Language Expo**

LOCATION: **Seattle, Washington**

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 5

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>\$765.00</u> | | <u>191-17-100-2210-511-6360</u> |
| Transportation | <u>\$770.00</u> | Mode <u>Air</u> | <u>191-17-100-2210-511-6582</u> |
| Rental Car | _____ | | _____ |
| Meals | <u>\$448.00</u> | | <u>191-17-100-2210-511-6582</u> |
| Lodging | <u>\$1,275.00</u> | | <u>191-17-100-2210-511-6582</u> |
| Substitutes | _____ | | _____ |
| TOTAL | <u>\$3,108.00</u> | | |

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

Purpose of travel: **To develop leadership skills, improve core competencies, and stay abreast of the latest developments in the field of English language teaching and learning. To learn about different English language development programs during educational site and center visits that serve large numbers of ELLs.**

Outcomes and academic benefits to students and staff: **1) Share knowledge and training of best practice sessions through the dissemination of handouts and PowerPoint slides in workshops for ELD teachers and administrative staff, 2) Expo will have the latest and largest selection of ELL teaching and learning products anywhere in the world which is critical as we move forward to meet District goals to increase rigor in ELD classrooms.**

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

Submitted by: Jayne C Huseby 10/20/16
 Signature Date
Darlene Mansouri 10/20/16

Principal/Supervisor

Date

Thomas Hill

11/4/16

Associate Superintendent/Superintendent

Date

rev. 9/1/15