

**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): Venetia Hayden

SCHOOL: District Offices

Department (opt.): VI Program/Student Services

DATE(S): January 27 & 28, 2011

ACTIVITY/EVENT: National Assn. for Parents of Children with Visual Impairments National Board

LOCATION: Guide Dogs for the Blind, Los Angeles, CA

ABSENCE: # Days 2 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>None</u>	_____
Transportation	<u>0.00</u>	_____
Rental Car	<u>0.00</u>	_____
Meals	<u>0.00</u>	_____
Lodging	<u>0.00</u>	_____
Substitutes	<u>0.00</u>	_____
TOTAL		_____

Mode air

} paid by  
NAPVI

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

Purpose of travel: On the website citation I am listed as the treasurer of this organization; however, I was recently voted in as the Vice President. I will be conducting new officer training as well as the the organizational policy meeting.

Outcomes and academic benefits to students and staff: By participation in this particular organization I have been able to share resources that are available to families with my student's parents and have even been able to procure scholarships for families and students to attend National Conferences and Camps/Workshops.

Submitted by: Venetia H. Hayden 1/6/2011  
Signature Date

Tom Roberts 1/10/11  
Principal/Supervisor Date

Patrick Nelson 1-11-11  
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): Amy Swiderski \_\_\_\_\_

SCHOOL: CDO

Department (opt.): International Baccalaureate

DATE(S): February 10-13, 2011

ACTIVITY/EVENT: International Baccalaureate Coordinator Training

LOCATION: New Orleans, Louisiana

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>\$675.00</u>	<u>140-11-100-2210-510-6360</u>
Transportation	<u>650.00</u> Mode <u>air</u>	<u>140-11-100-2210-510-6582</u>
Rental Car	<u>\$38.00 - shuttle</u>	<u>140-11-100-2210-510-6582</u>
Meals	<u>\$75.00</u>	<u>140-11-100-2210-510-6582</u>
Lodging	<u>\$711.42</u>	<u>140-11-100-2210-510-6582</u>
Substitutes	<u>\$150.00</u>	<u>140-11-100-2210-510-6113</u>
TOTAL	<u>\$2299.42</u>	

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

Purpose of travel: The teacher will receive training to become a fully certified International Baccalaureate Extended Essay and CAS Teacher - previously approved but there was a change in lodging prices.

Outcomes and academic benefits to students and staff: Ms. Swiderski will be able to work in Canyon del Oro's International Baccalaureate Programme.

Submitted by:

Signature

Date

Principal/Supervisor

Date

Associate Superintendent/Supintendent

Date

**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  
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SCHOOL: Wilson K-8

ESTIMATED NUMBER OF STUDENTS: Up to 200 students (all 8<sup>th</sup> graders)

NAME OF SCHOOL GROUP/CLUB/ENTITY: 8<sup>th</sup> Grade

STAFF ADVISOR(S)/CHAPERONES: Christy Talmage, Sharon Silvas, David Linn, Diana Barnes, Karl Pieroway, Adrian Hannah, Gretchan Witt, Donna Allen, Flo Baca, Leigh Ganuelas, Adam Davi, Nathan Orelup, Judi LeWinter, Rob Henikman, Deb Byler, Lisa Powell, Mary Beth Gray, Phil Gruensfelder, Nick Babyak, Ruth Davey, Jason Jonilonis, Ruth Kester, lynda Kopach

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 8<sup>th</sup> Grade Science Field Trip

DESTINATION OF TRAVEL: Los Angeles, California

DATES OF TRAVEL: May 19-21, 2011

ACADEMIC BENEFITS TO STUDENTS: Participating in the SixFlags Magic Mt. Math & Science Student's Day is the penultimate cumulative activity to conclude our instruction of motion and Newton's Laws which is 1/3 of the 8th grade science curriculum content standards.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

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

☒ Other Charter Bus – Southwest Road Trips

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>\$60,000</u>	<u>525/526 00 100 1001 168 6892</u>
Transportation	<u>inc</u>	_____
Meals	<u>inc</u>	_____
Lodging	<u>inc</u>	_____

Substitutes n/a

TOTAL \$60,000

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

HOW ARE CHAPERONE EXPENSES PAID? Parents are paying their own way.

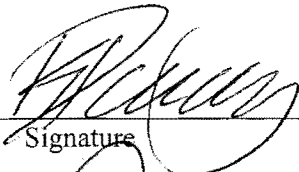
COST TO EACH STUDENT \$ \$300

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarship money is available to eligible students vis tax credit and parent donation.

FUNDING SOURCE(S): Parents

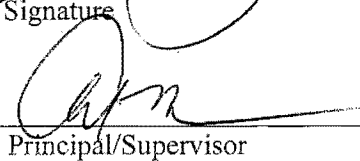
FUNDRAISING ACTIVITIES PLANNED (If applicable):  
None at this time

SUBMITTED BY: \_\_\_\_\_

  
Signature

1/11/11  
Date

APPROVED BY: \_\_\_\_\_

  
Principal/Supervisor

1/12/11  
Date



Associate Superintendent/Superintendent

1-15-11  
Date