

**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: 5

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Ironwood Ridge HS Key Club**

STAFF ADVISOR(S)/CHAPERONES: **Marty Wenzel**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Southwest District Key Club Convention**

DESTINATION OF TRAVEL: **Albuquerque, New Mexico**

DATES OF TRAVEL: **March 27-29, 2015**

ACADEMIC BENEFITS TO STUDENTS: **The students will develop leadership skills and a solid foundation in the areas of integrity, excellence, respect, and other leadership principles. Students will compete with other Key Clubs throughout Arizona and New Mexico and receive recognition in the following areas: club membership growth, club posters-digital and non-digital, service projects, club video, distinguished club, oratorical, talent, scrapbooks and scholarships. They will also be eligible to run for district office, executive board and international board for Key Club.**

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

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

☒ Other **Rental van from Enterprise Rental**

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>1425.00</u></b>	<b><u>526-00-100-1001-280-6892</u></b>
Transportation	<b><u>355.00</u></b>	<b><u>526-00-100-1001-280-6519</u></b>
Meals	<b><u>included</u></b>	_____

Lodging	<u>included</u>	_____
Substitutes	<u>108.50</u>	<u>530-00-100-3400-280-6113</u>
TOTAL	<u>1888.50</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? no

IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? They are not paid

COST TO EACH STUDENT \$ 25.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? the Key Club will offer scholarships to those who cannot afford it.

FUNDING SOURCE(S): tax credit and student

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
\_\_\_\_\_

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

M. Wees  
Signature

1-23-15  
Date

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

Natalie Burnett  
Principal/Supervisor

1/23/15  
Date

Moni Pelan

Associate Superintendent/Superintendent

2/16/15  
Date

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 12

NAME OF SCHOOL GROUP/CLUB/ENTITY: Engineering Club

STAFF ADVISOR(S)/CHAPERONES: Todd Hatch, Katrin Hatch, Kevin Duong

ABSENCE: # Days 6 Sub Required: ☒ Yes ☐ No # of School Days Missed 4

ACTIVITY / EVENT / PURPOSE OF TRAVEL: First Robotics Competition

DESTINATION OF TRAVEL: St. Louis, MO

DATES OF TRAVEL: 4-21-2015 to 4-26-2015

ACADEMIC BENEFITS TO STUDENTS: Students will compete against other schools from around the world using their robot. First Robotics creates a "game", which is a set of tasks, to be performed by the robot that the students have designed and built. They will be controlling the robot and making repairs and adjustments to the robot during the competition as necessary.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

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

☒ Other airplane

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>\$4000</u>	<u>526/850-00-100-1001-282-6892</u>
Transportation	<u>\$6000</u>	<u>526/850-00-100-1001-282-6519</u>
Meals	<u>\$250</u>	<u>526/850-00-100-1001-282-6892</u>
Lodging	<u>\$5400</u>	<u>526/850-00-100-1001-282-6892</u>
Substitutes	<u>\$800</u>	<u>526/850-00-100-1001-282-6113</u>

TOTAL \$16.450

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

HOW ARE CHAPERONE EXPENSES PAID? Club funds

COST TO EACH STUDENT \$ 0

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? club funds, tax credits, donations pay for travel and hotel

FUNDING SOURCE(S): Club funds, tax credits, donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
\_\_\_\_\_

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

Signature

1/22/15

Date

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

Principal/Supervisor

1/26/15

Date

\_\_\_\_\_  
Associate Superintendent/Superintendent

2/16/15

Date

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 2

NAME OF SCHOOL GROUP/CLUB/ENTITY: JROTC

STAFF ADVISOR(S)/CHAPERONES: Ron James, Jeff Scheinder, and John Howe

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: US Air Rifle National Championships

DESTINATION OF TRAVEL: Salt Lake City, Utah

DATES OF TRAVEL: 8 - 12 April, 2015

ACADEMIC BENEFITS TO STUDENTS: Students develop focus and team building

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

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

☒ Other Flowing Wells School District

Are expenses paid from any of the following accounts? Auxiliary \_\_\_\_\_ Tax Credits \_\_\_\_\_ Club Funds x  
Parent Organization JROTC

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	<u>NA</u>	<u>NA</u>
Transportation	<u>880</u>	<u>NA</u>
Meals	<u>850</u>	<u>NA</u>
Lodging	<u>1788</u>	<u>NA</u>
Substitutes	<u>0</u>	<u>NA</u>
TOTAL	<u>3518</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **No**  
IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? **JROTC budget**

COST TO EACH STUDENT \$ **25**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Cadets can earn trip fees by participating in JROTC Renaissance Fair Fundraiser.**

FUNDING SOURCE(S): **JROTC Club fund and Flowing Wells School District**

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
**Renaissance Fair**

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

Signature

Date

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

Principal/Supervisor

Date

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): Terri Sloane Foster Hepler

SCHOOL: District Offices

Kimberly McDole \_\_\_\_\_

Department (opt.): \_\_\_\_\_

\_\_\_\_\_

DATE(S): March 24-25, 2015

ACTIVITY/EVENT: 2015 PERC (Pittsburgh Education Recruitment Consortium) Job Fair

LOCATION: Monroeville, Pennsylvania

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>\$620.00</u>	<u>001-00-100-2570-530-6540</u>
Transportation	<u>\$3,500.00</u> Mode <u>air</u>	<u>001-00-100-2570-530-6582</u>
Rental Car	_____	_____
Meals	<u>\$195.00</u>	<u>001-00-100-2570-530-6582</u>
Lodging	<u>\$600.00</u>	<u>001-00-100-2570-530-6582</u>
Substitutes	<u>\$200.00</u>	<u>001-00-100-1001-530-6113</u>
TOTAL	<u>\$5,115.00</u>	

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

Purpose of travel: To represent Amphitheater Public Schools at the 2015 PERC Education Job Fair.

Outcomes and academic benefits to students and staff: \_\_\_\_\_

Submitted by: \_\_\_\_\_ 2/13/15  
Signature Date  
Principal/Supervisor \_\_\_\_\_ 2/13/15  
Date  
Associate Superintendent/Supintendent \_\_\_\_\_ 2/16/15  
Date

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

DATE(S): April 6-7, 2015

**ACTIVITY/EVENT: Oregon Professional Educator's Fair**

LOCATION: Portland, Oregon

ABSENCE: # Days **2** Sub Required: ☒ Yes ☐ No

# of School Days Missed 2

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

### APPROXIMATE COST

Registration	<b><u>\$705.00</u></b>
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Transportation **\$1,650.00**Mode air

Rental Car \_\_\_\_\_

Meals	<b><u>\$396.00</u></b>
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Lodging	<u>\$600.00</u>
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Substitutes	<b><u>\$200.00</u></b>
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TOTAL	<b><u>\$3,551.00</u></b>
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BUDGET CODE/DESCRIPTION

(Note: Tax credit contributions are District funds and require a budget code.)

001-00-100-2570-530-6540

**001-00-100-2570-530-6582**

**001-00-100-2570-530-6582**

**001-00-100-2570-530-6582**

**001-00-100-1001-530-6113**

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

Purpose of travel: **To represent Amphitheater Public Schools at the Oregon Professional Educator's Fair.**

Outcomes and academic benefits to students and staff:

Submitted by:

Signature \_\_\_\_\_

Date \_\_\_\_\_

Principal/Supervisor

Date \_\_\_\_\_

Associate Superintendent/Superintendent

Date \_\_\_\_\_



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EMPLOYEE(S): Terri Sloane Natalie Burnett

SCHOOL: District Offices

Laura Tanem \_\_\_\_\_

Department (opt.): \_\_\_\_\_

DATE(S): April 12-14, 2015

ACTIVITY/EVENT: Minnesota Education Job Fair

LOCATION: Minneapolis, Minnesota

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>\$475.00</u>	<u>001-00-100-2570-530-6540</u>
Transportation	<u>\$2,000.00</u> Mode <u>air</u>	<u>001-00-100-2570-530-6582</u>
Rental Car	_____	_____
Meals	<u>\$570.00</u>	<u>001-00-100-2570-530-6582</u>
Lodging	<u>\$900.00</u>	<u>001-00-100-2570-530-6582</u>
Substitutes	<u>\$300.00</u>	<u>001-00-100-1001-530-6113</u>
TOTAL	<u>\$4,245.00</u>	

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

Purpose of travel: To represent Amphitheater Public Schools at the Minnesota Education Job Fair.

Outcomes and academic benefits to students and staff: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Signature

Date

Principal/Supervisor

Date

Associate Superintendent/Supintendent

Date

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COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.**

EMPLOYEE(S): John Hastings    Andy Heinemann    SCHOOL: District Offices  
Colleen Hehli    \_\_\_\_\_    Department (opt.): \_\_\_\_\_  
\_\_\_\_\_    \_\_\_\_\_    DATE(S): April 20-22, 2015

ACTIVITY/EVENT: Wisconsin Educational Recruitment Fair

LOCATION: Madison, Wisconsin

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

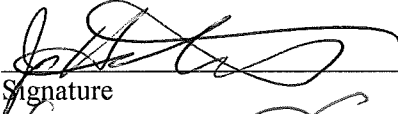

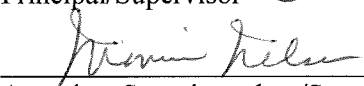
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$500.00</u>	<u>001-00-100-2570-530-6540</u>
Transportation	<u>\$2,000.00</u> Mode <u>air</u>	<u>001-00-100-2570-530-6582</u>
Rental Car	_____	_____
Meals	<u>\$504.00</u>	<u>001-00-100-2570-530-6582</u>
Lodging	<u>\$1,800.00</u>	<u>001-00-100-2570-530-6582</u>
Substitutes	<u>\$300.00</u>	<u>001-00-100-1001-530-6113</u>
TOTAL	<u>\$5,104.00</u>	

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

Purpose of travel: To represent Amphitheater Public Schools at the Wisconsin Educational Recruitment Fair.

Outcomes and academic benefits to students and staff: \_\_\_\_\_

Submitted by:     2/13/15  
Signature    Date  
    2/13/15  
Principal/Supervisor    Date  
    2/16/15  
Associate Superintendent/Supintendent    Date