

**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): Roseanne Lopez Dawn Tinsley  
Dianna Kuhn  
\_\_\_\_\_

SCHOOL: District Offices  
Department (opt.): School Operations  
DATE(S): July 7 - 12, 2014

ACTIVITY/EVENT: NAESP (National Assoc. of Elementary School Principals)  
LOCATION: Nashville, TN

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>
Registration	<u>\$1,436.00</u>		<u>140-14-100-2210-500-6360</u>
Transportation	<u>\$2,200.00</u>	Mode <u>air</u>	<u>140-14-100-2210-500-6582</u>
Rental Car	_____		_____
Meals	<u>\$600.00</u>		<u>140-14-100-2210-500-6582</u>
Lodging	<u>\$4,904.00</u>		<u>140-14-100-2210-500-6582</u>
Substitutes	_____		_____
<b>TOTAL</b>	<b><u>\$9,140.00</u></b>		

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

Purpose of travel: To attend the annual conference of the National Association of Elementary School Principals (NAESP)

Outcomes and academic benefits to students and staff: This annual conference provides up to date information on preparing elementary principals to lead and develop high quality schools.

Submitted by: Roseanne Lopez \_\_\_\_\_ 1/21/2014  
Signature Date

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Principal/Supervisor Date  
Dawn Tinsley \_\_\_\_\_ 1/20/2014  
Associate Superintendent/Superintendent Date