

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: Harelson

ESTIMATED NUMBER OF STUDENTS: 1

NAME OF SCHOOL GROUP/CLUB/ENTITY: Harelson Chess Team

STAFF ADVISOR(S)/CHAPERONES: Keith Hudson and Lori Hudson

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Nationals Chess Tournament

DESTINATION OF TRAVEL: Nashville, TN

DATES OF TRAVEL: 04/03/13 - 04/09/13

ACADEMIC BENEFITS TO STUDENTS: Application of Higher Order Thinking Skills

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Flight and Automobile

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>\$50</u>	<u>525/526-00-100-1001-107-6892</u>
Transportation	<u>\$500</u>	<u>525/526-00-100-1001-107-6519</u>
Meals	<u>\$250</u>	<u>525/526-00-100-1001-107-6892</u>
Lodging	<u>\$250</u>	<u>525/526-00-100-1001-107-6892</u>
Substitutes	<u>N/A</u>	<u>N/A</u>
TOTAL	<u>\$1050</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? Participating Parties

COST TO EACH STUDENT \$ \$500

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

FUNDING SOURCE(S): Individual

FUNDRAISING ACTIVITIES PLANNED (If applicable):
N/A

SUBMITTED BY: *Yume Wong* *3/8/13*
Signature Date

APPROVED BY: *Andrew T. Heineman* *3/8/13*
Principal/Supervisor Date

Jenni Keen *3/28/13*
Associate Superintendent/Superintendent Date

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 14

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO Engineering Club

STAFF ADVISOR(S)/CHAPERONES: Jim Colgan / Andrea Robins

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: First Robotics World Competition

DESTINATION OF TRAVEL: St Louis, MO

DATES OF TRAVEL: April 23 - 27, 2013

ACADEMIC BENEFITS TO STUDENTS: math, science, technology, engineering, team, competition, professionalism

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other air

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$5,000</u>	<u>850.00.100.1001.282.6892</u>
Transportation	<u>\$8,814 (student)</u>	<u>850.00.100.1001.282.6519</u>
	<u>\$1,890 (adult)</u>	<u>596.81.270.2190.282.6519</u>
Meals	<u>\$3,780 (student)</u>	<u>850.00.100.1001.282.6892</u>
	<u>\$810 (adult)</u>	<u>596.81.270.2190.282.6582</u>
Lodging	<u>\$4,666 (student)</u>	<u>526.00.100.1001.282.6892</u>
	<u>\$2,333 (adult)</u>	<u>596.81.270.2190.282.6582</u>
Substitutes	<u>\$400</u>	<u>596.81.270.2190.282.6113</u>

TOTAL

\$27,693

WILL THE DISTRICT RECEIVE REIMBURSEMENT? Y

IF SO, SOURCE & AMOUNTS: Club Fund, Tax Credit, Donations, Site Council, JTED

HOW ARE CHAPERONE EXPENSES PAID? CTE

COST TO EACH STUDENT \$ up to \$1200 with expectations to be 0 following all fundraising, donations and district support

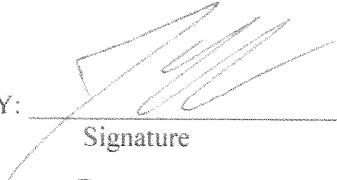
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Club Fund, Tax Credit, Donations, Site Council, JTED

FUNDING SOURCE(S): Club Fund, Tax Credit, Donations, Site Council, JTED

FUNDRAISING ACTIVITIES PLANNED (If applicable):

soliciting corporate and private donations, tax credit monies

SUBMITTED BY:


Signature

3/25/2013
Date

APPROVED BY:

Patricia Greenlee
Principal/Supervisor

3/25/2013
Date

Mark Nelson
Associate Superintendent/Superintendent

3/25/13
Date