

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: Cross Middle

ESTIMATED NUMBER OF STUDENTS: 84

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross MS Science Dept.

STAFF ADVISOR(S)/CHAPERONES: Ben Briggs, Marco Dominguez, Mary Elder, Tom Edelbrock, Shannon Haskins, Kathleen Kniffen, Heidi Garrett, Eric Fetkenhour, Debbie Doe

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Catalina Island Marine Institute (CIMI)

DESTINATION OF TRAVEL: Catalina Island, CA

DATES OF TRAVEL: Sunday evening, 2/22/15-Wednesday, 2/25/15

ACADEMIC BENEFITS TO STUDENTS: 84 students have the opportunity to study science in an outstanding, hands-on program focusing on Marine Biology and Ecology. All students will participate in several competitions, including group and individual competitions. Competitions include Best Overall Group, Best Dive Group, Best Academic Group (based on CIMI testing activities). Individual awards go to the best individual academic scores and Best Overall Participation.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Charter Busses; Mountain View Tours, Inc. 520-292-1228

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

Parent Organization _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>21,927.00</u>	<u>525-00-100-1001-167-6892</u> <u>526-00-100-1001-167-6892</u>
Transportation	<u>7,928.00</u>	<u>525-00-100-1001-167-6519</u> <u>526-00-100-1001-167-6519</u>
Meals	<u>included</u>	_____
Lodging	<u>included</u>	_____
Substitutes	<u>900.00</u>	<u>525-00-100-1001-167-6113</u> <u>526-00-100-1001-167-6113</u>
TOTAL	<u>30,755.00</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? five chaperones are included at half-price and three additional chaperones at full price, total of \$1,358

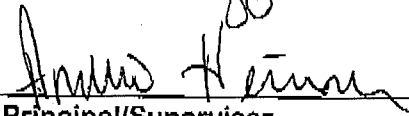
COST TO EACH STUDENT \$ 385

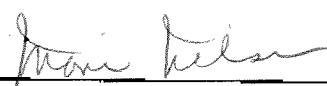
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Financial Assistance will be provided for students in need.

FUNDING SOURCE(S): tax-credit donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):
none

SUBMITTED BY:  12/22/14
Signature Date

APPROVED BY:  12-29-14
Principal/Supervisor Date

 1/5/15
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): Patti Greenleaf _____

SCHOOL: District Offices
 Department (opt.): School Operations
 DATE(S): March 2-5, 2015

ACTIVITY/EVENT: ACTE-National Policy Seminar

LOCATION: Washington, DC

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

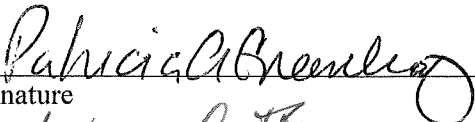
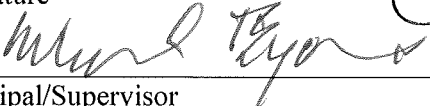
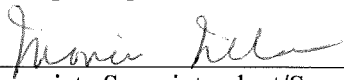
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$375.00</u>		<u>260-15-270-2290-515-6360</u>
Transportation	<u>\$700.00</u>	Mode <u>Airlines</u>	<u>260-15-270-2290-515-6582</u>
Rental Car			
Meals	<u>\$236.00</u>		<u>260-15-270-2290-515-6582</u>
Lodging	<u>\$1,200.00</u>		<u>260-15-270-2290-515-6582</u>
Substitutes	_____		
TOTAL	<u>\$2,511.00</u>		

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

Purpose of travel: To attend the Association for Careers and Technical Education (ACTE) policy seminar.

Outcomes and academic benefits to students and staff: I will be able to share with administrators, teachers and staff up-to-date information about the legislative process and the federal and national issues affecting CTE including Perkins reauthorization.

Submitted by:  12/11/14
 Signature Date
 12/12/14
 Principal/Supervisor Date
 1/5/15
 Associate Superintendent/Superintendent Date

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

EMPLOYEE(S): Monica Nelson Mike Bejarano SCHOOL: District Offices
Roseanne Lopez Department (opt.): School Operations
 DATE(S): February 9-10, 2015

ACTIVITY/EVENT: EdLeader21 Professional Learning Days

LOCATION: Pasadena, CA

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

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>\$600.00</u>	<u>140-15-100-2210-510/514/515-6360</u>
Transportation	<u>\$1,500.00</u> Mode <u>air</u>	<u>140-15-100-2210-510/514/515-6582</u>
Rental Car	<u>\$250 - taxi</u>	<u>140-15-100-2210-510/514/515-6582</u>
Meals	<u>\$300.00</u>	<u>140-15-100-2210-510/514/515-6582</u>
Lodging	<u>\$500.00</u>	<u>140-15-100-2210-510/514/515-6582</u>
Substitutes	_____	
TOTAL	<u>\$3,150.00</u>	

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

Purpose of travel: To gain access to established and well-vetted best practices to integrate the 4C's - critical thinking, communication, collaboration and creativity into education and prepare our students for citizenship in a changing economic landscape.

Outcomes and academic benefits to students and staff: As above

Submitted by:  1/7/15
 Signature Date

 Principal/Supervisor Date

 Associate Superintendent/Superintendent Date