

**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): Mary Beth Santillan \_\_\_\_\_

SCHOOL: District Offices

Department (opt.): State & Federal Programs

DATE(S): 11-2-19 to 11-5-19

ACTIVITY/EVENT: 31st Annual Conference for the National Association for the Education of Homeless  
Children and Youth

LOCATION: Washington Hilton, 1919 Connecticut Ave NW Washington, DC 20009

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>\$570.00</u>    | <u>270-19-102-2579-6360-509-0000</u>   |
| Transportation          | <u>\$630.20</u>    | Mode <u>flight/shuttle</u> <u>270-20-102-2579-6582-509-0000</u>                |
| Rental Car              | _____              |  |
| Meals                   | <u>\$155.00</u>    | <u>270-20-102-2579-6582-509-0000</u>   |
| Lodging                 | <u>\$765.57</u>    | <u>270-20-102-2579-6582-509-0000</u>   |
| Substitutes             | _____              | _____  |
| TOTAL                   | <u>\$ 2,120.77</u> |  |

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

Purpose of travel: National Conference attendance.

Outcomes and academic benefits to students and staff: McKinney-Vento Liaison will receive specialized training, gain knowledge and obtain insights from federal officials and nationally recognized authorities related to McKinney-Vento law, best practices and available resources regarding the issue of homeless education.

Submitted by:

Signature

7-23-19

Date

Principal/Supervisor

7.23.19

Date

Associate Superintendent/Superintendent

Date

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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): Vanessa Hill Susan Williams

SCHOOL: District Offices

Patricia Sullivan \_\_\_\_\_

Department (opt.): REACH

DATE(S): November 6-10, 2019

ACTIVITY/EVENT: National Association for Gifted Children (NAGC)

LOCATION: Albuquerque, NM

ABSENCE: # Days 5 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>\$2,037.00</u>                   | <u>140-20-100-2210-6360-514-0000</u>   |
| Transportation          | <u>\$1,400.00</u> Mode <u>_____</u> | <u>140-20-100-2210-6582-514-0000</u>   |
| Rental Car              | <u>_____</u>                        | <u>_____</u>   |
| Meals                   | <u>\$ 688.50</u>                    | <u>140-20-100-2210-6582-514-0000</u>   |
| Lodging                 | <u>\$2,232.36</u>                   | <u>140-20-100-2210-6582-514-0000</u>   |
| Substitutes             | <u>\$ 900.00</u>                    | <u>140-20-100-2210-6113-514-0000</u>   |
| TOTAL                   | <u>\$7,257.86</u>                   |  |

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

Purpose of travel: To attend the National Association for Gifted Children (NAGC).

Outcomes and academic benefits to students and staff: Participants will gather information needed to improve and enhance gifted education programming in our district K-12.

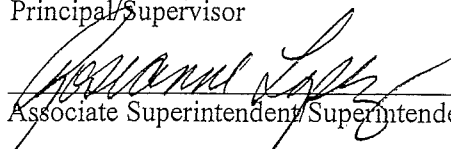
Submitted by: \_\_\_\_\_

Signature

\_\_\_\_\_ Date

Principal/Supervisor

\_\_\_\_\_ Date

  
Associate Superintendent/ Superintendent

7/17/2019  
Date