

**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): Darlene Mansouri

SCHOOL: District Offices

Department (opt.): State and Federal Programs

DATE(S): 1-27-16 to 1-31-16

ACTIVITY/EVENT: 2016 National Title I Conference

LOCATION: George R. Brown Convention Center - 1001 Avenida De Las Americas, Houston, TX 77010

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>
			<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>
Registration	<u>\$559.00</u>		<u>100.15.100.2390.510.6360</u>
Transportation	<u>\$500.00</u>	Mode <u>Airfare</u>	<u>100.15.100.2390.510.6582</u>
Rental Car	_____		_____
Meals	<u>\$216.00</u>		<u>100.16.100.2390.510.6582</u>
Lodging	<u>\$1,000.00</u>		<u>100.16.100.2390.510.6582</u>
Substitutes	_____		_____
TOTAL	<u>\$2,275.00</u>		

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

Purpose of travel: National Title I Conference

Outcomes and academic benefits to students and staff: All Title I schools and their students will be better served once knowledge is obtained.

Submitted by: Darlene Mansouri 6/16/15
Signature Date

Principal/Supervisor Patrick Nelson 6-29-15
Date
Associate Superintendent/Supervisor Date