

**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): Patrick Nelson \_\_\_\_\_  
Susan Zibrat \_\_\_\_\_  
Deanna Day \_\_\_\_\_

SCHOOL: District Offices  
 Department (opt.): Supt. Office/Gov. Board  
 \_\_\_\_\_ DATE(S): April 12-15, 2013

ACTIVITY/EVENT: National School Boards Association (NSBA) Annual Conference

LOCATION: San Diego, CA

ABSENCE: # Days 4 Sub Required:  Yes  No # of School Days Missed 0

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>\$755</u> \$1,510	<u>140-13-100-2210-510-6360</u> 001-00-100-2310-502-6360
Transportation	<u>\$225</u> \$450	Mode <u>Airfare/Public</u> <u>140-13-100-2210-510-6582</u> 001-00-100-2310-502-6582
Rental Car	<u>n/a</u>	
Meals	<u>\$295</u> \$531	<u>140-13-100-2210-510-6582</u> 001-00-100-2310-502-6582
Lodging	<u>\$1,000</u> \$1,750	<u>140-13-100-2210-510-6582</u> 001-00-100-2310-502-6582
Substitutes	<u>n/a</u> _____	
<b>TOTAL</b>	<b><u>\$6,516</u></b>	

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

Purpose of travel: Enhance school board and superintendent partnerships in the pursuit of enhanced strategies in: student achievement and accountability, district management and governance, technology-related learning solutions, legislative/regulatory demands, and effective communication with community.

Outcomes and academic benefits to students and staff: Improved financial oversight and innovative student achievement methodologies.

Submitted by: \_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Principal/Supervisor Date  
*Monica DeLeon* 3/1/13  
 Associate Superintendent/Supervisor Date

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STAFF/STUDENT TRAVEL REQUEST

Attach supporting documentation as needed

**ORIGINAL SUBMISSION**

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 9

NAME OF SCHOOL GROUP/CLUB/ENTITY: Academic Decathlon

STAFF ADVISOR(S)/CHAPERONES: Chris Yetman

ABSENCE: # Days 7 Sub Required:  Yes  No # of School Days Missed 5

ACTIVITY / EVENT / PURPOSE OF TRAVEL: National Academic Decathlon Finals

DESTINATION OF TRAVEL: Minneapolis, MN

DATES OF TRAVEL: April 22 - 28, 2013

ACADEMIC BENEFITS TO STUDENTS: Academic Competitions

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: yes

Other \_\_\_\_\_

Are expenses paid from any of the following accounts? Auxiliary \_\_\_\_\_ Tax Credits Yes Club Funds Yes  
Parent Organization \_\_\_\_\_

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	<u>0</u>	_____
Transportation <u>Paid by Arizona AcDec</u>		<u>850/526-00-100-3400-282-6515</u>
Meals	<u>\$2000</u>	<u>850/526-00-100-3400-282-6892</u>
Lodging	<u>\$6000</u>	<u>850/526-00-100-3400-282-6892</u>
Substitutes	<u>\$500</u>	<u>850/526-00-100-3400-282-6113</u>
TOTAL	<u>\$8500</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No  
IF SO, SOURCE & AMOUNTS: N/A

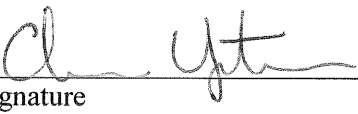
HOW ARE CHAPERONE EXPENSES PAID? Club funds, Tax Credit

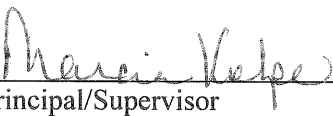
COST TO EACH STUDENT \$ 100

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax Credit Funds

FUNDING SOURCE(S): N/A

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
N/A

SUBMITTED BY:  02/04/13  
Signature Date

APPROVED BY:  2/6/13  
Principal/Supervisor Date

 2/13/13  
Associate Superintendent/Superintendent Date