

**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: Coronado K-8

ESTIMATED NUMBER OF STUDENTS: 50

NAME OF SCHOOL GROUP/CLUB/ENTITY: 6th grade/ Science Department

STAFF ADVISOR(S)/CHAPERONES: Lauren Marlatt (coordinator) Chaperones: Lauren Marlatt, Katie Ratliff, Mark Witten, Gerad Ball, and Jennifer Cruce

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Field Trip to study Oceanography and Marine Biology

DESTINATION OF TRAVEL: Catalina Island Marine Institutue, Toyon Bay, CA

DATES OF TRAVEL: February 22-25, 2018

ACADEMIC BENEFITS TO STUDENTS: The students will be participating in Catalina Island Marine Institute's three day camp. Students will complete labs and activities that are aligned with the articulated science standards for 6th grade. Students will have a reinforcement of the content learned in class. Students will compete in a science olympics when we return to assess their learning.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Charter bus-Mountain View Tours

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>\$13,375.00</u>	<u>525/526 001001001115 6892</u>
Transportation	<u>\$4,095.00</u>	<u>525/526 004102710115 6519</u>
Meals	<u>Included</u>	<u>N/A</u>
Lodging	<u>Included</u>	<u>N/A</u>

**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): Alexandria Vaughn

SCHOOL: Cross Middle

Department (opt.): School Operations

DATE(S): July 22-28, 2017

ACTIVITY/EVENT: Project Lead the Way (PLTW)

LOCATION: Northwestern State University of Louisiana, Natchitoches, LA

ABSENCE: # Days 7 Sub Required: Yes No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

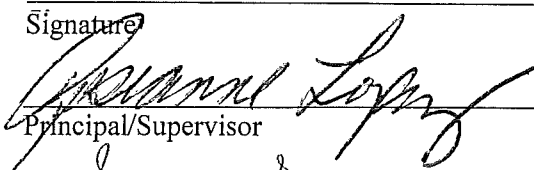
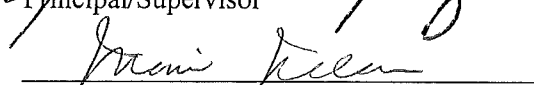
<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$870.00</u>	<u>013-00-100-2210-514-6360</u>
Transportation	<u>\$700.00</u> Mode _____	<u>013-00-100-2210-514-6582</u>
Rental Car	<u>\$235.00</u>	<u>013-00-100-2210-514-6582</u>
Meals	<u>\$145.50</u>	<u>013-00-100-2210-514-6582</u>
Lodging	<u>\$600.00</u>	<u>013-00-100-2210-514-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$2,555.50</u>	

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

Purpose of travel: PLTW Automation and Robotics

Outcomes and academic benefits to students and staff: This is a training session for teachers who teach the STEM engineering class at the middle school level. The training is a required component in order to use the PLTW curriculum. ***This training was to be held in Arizona but was cancelled due to low enrollment.

Submitted by:

Signature _____	Date _____
	<u>6/28/2017</u>
Principal/Supervisor _____	Date _____
	<u>7/5/17</u>
Associate Superintendent/Superintendent _____	Date _____