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	<u>K-8</u>	
ESTIMATED NUMBE	ER OF STUDENTS: 50	
NAME OF SCHOOL O	GROUP/CLUB/ENTITY:	6 th grade/ Science Department
	CHAPERONES: <u>Laur</u> litten, Gerad Ball, and	ren Marlatt (coordinator) Chaperones: Lauren Marlatt, I 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 TR	AVEL: <u>Catalina Island</u>	Marine Institutue, Toyon Bay, CA
Marine Institute's th with the articulated content learned in cl	rs to students: <u>ree day camp. Stud</u> science standards fo	The students will be participating in Catalina Island ents will complete labs and activities that are aligned or 6 th grade. Students will have a reinforcement of the empete in a science olympics when we return to assess
their learning.		
PROPOSED METHOD ☐ District-owned vehice Transportation approval: ☑ Other <u>Charter bus-N</u>	<u> </u>	N:
Are expenses paid from Parent Organization \underline{X}	any of the following acco	ounts? Auxiliary <u>X</u> Tax Credits <u>X</u> Club Funds <u>X</u>
EXPENSES R	REQUESTED: (OBTAI	N 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>	525/526 004102710115 6519
Meals	Included	<u>N/A</u>
Lodging	<u>Included</u>	<u>N/A</u>

Substitutes

\$0.00

N/A

TOTAL

\$17,470.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **No** IF SO, SOURCE & AMOUNTS: ____

HOW ARE CHAPERONE EXPENSES PAID? <u>Chaperones are free based on the enrollment of students.</u>

COST TO EACH STUDENT \$385.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? We are working on fundraising in a variety of ways. The PTO is willing to help. Also, we have applied for a grant to supplement needed funds for scholarships. We have asked the students to tell us how much they can afford and have a fundraising goal to make sure that all eligible students have a means of attending.

FUNDING SOURCE(S): The parents/guardians will be paying for a majority of the trip. Other funding will come from tax credit, scholarship, and fundraising.

FUNDRAISING ACTIVITIES PLANNED (If applicable): **To be determined.**

SUBMITTED BY

Signature

6/26/17 Date

APPROVED BY:

Principal/Supervisor

<u>6/26/17</u>

Jate

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):	Alexandria Vaughn		SCHOOL: Cross Middle Department (opt.): School Operations DATE(S): July 22-28, 2017
ACTIVITY/EVEN	T: Project Lead the Wa	y (PLTW)	
LOCATION: N	orthwestern State Univer	sity of Louisiana, N	atchitoches, LA
ABSENCE: #	Days 7 Sub Required	l: □Yes ⊠No	# of School Days Missed $ \underline{0} $
EXPENSES REQU	ESTED: (OBTAIN REC	CEIPTS FOR ALL	INCURRED EXPENSES)
	<u>APPROXIM</u>	IATE COST	BUDGET CODE/DESCRIPTION (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>
Transporta	tion \$ <u>700.00</u>	Mode	013-00-100-2210-514-6582
Rental Car	\$ <u>235.00</u>		<u>013-00-100-2210-514-6582</u>
Meals	\$ <u>145.50</u>		013-00-100-2210-514-6582
Lodging	\$ <u>600.00</u>		013-00-100-2210-514-6582
Substitutes	-		
TOTAL	<u>\$2,555.50</u>		·
The District will	(or) will not ⊠ receive	e reimbursement fro	om outside sources.
Purpose of travel: P	LTW Automation and F	Robotics	
engineering class at	the middle school level.	The training is a	training session for teachers who teach the STEM required component in order to use the PLTW s cancelled due to low enrollment.
Submitted by:	uturg .	1	Date
Pylnc	ipal/Supervisor Warning Reservition Leading Superintendent/Super	erintendent	<u>U/2</u> 8/2017 Date <u>7/5/</u> 17