

## 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): Monica Nelson Polly Ann Kimminau SCHOOL: District Offices  
Fabienna Godlewski Christy Talmage Robert Wolfe Department (opt.): \_\_\_\_\_  
Michael Warrick Darlene Mansouri Jami Hollins DATE(S): 3/22/12 - 3/26/12

ACTIVITY/EVENT: **2012 ASCD (Association for Supervision and Curriculum Development) Annual Conference**

LOCATION: **Philadelphia, PA**

ABSENCE: # Days 5 Sub Required: ☒ Yes ☐ No # of School Days Missed 1

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>\$ 5,004.00</u>	<u>140.12.100.2210.515.6360</u>
Transportation	<u>\$ 3,800.00</u> Mode <u>air/taxi</u>	<u>140.12.100.2210.515.6582</u>
Rental Car	_____	_____
Meals	<u>\$ 2,832.00</u>	<u>140.12.100.2210.515.6582</u>
Lodging	<u>\$ 4,585.00</u>	<u>140.12.100.2210.515.6582</u>
Substitutes	<u>\$ 525.00</u>	<u>140.12.100.2210.515.6113</u>
TOTAL	<u>\$16,746.00</u>	

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

Purpose of travel: **The District will send a team of key math teachers to the Association of Curriculum and Staff Development conference to attend pertinent workshops and develop plans to assist in the implementation of the Math Common Core Standards.**

Outcomes and academic benefits to students and staff: **At the ASCD conference, participants will attend workshop strands aligned with Math Common Core Standards, implementation of those standards, and best practices in math pedagogy. The members will debrief and work to formulate a plan to ensure that the district implements the new standards with fidelity across our schools. They will form the basis of a committee of teachers who will work together to help create lessons and units that will enable our students to master the more rigorous standards present in the Common Core.**

Submitted by:

Signature

Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date

# AMPHITHEATER PUBLIC SCHOOLS

**THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.**

Principal/Supervisor Patrick Nelson Date 2-15-12  
Associate Superintendent/Superintendent \_\_\_\_\_ Date \_\_\_\_\_

**AMPHITHEATER PUBLIC SCHOOLS**

**THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.**

EMPLOYEE(S): Cymry DeBoucher

SCHOOL: CDO

Department (opt.): **International Baccalaureate**

DATE(S): April 13-16, 2012

**ACTIVITY/EVENT: International Baccalaureate Film Level 1 Training**

LOCATION: Kansas City, MO

ABSENCE: # Days 2 Sub Required: ☒ Yes ☐ No # of School Days Missed 2

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

### APPROXIMATE COST

BUDGET CODE/DESCRIPTION

(Note: Tax credit contributions are District funds and require a budget code.)

Registration	<b><u>\$699.00</u></b>	<b><u>140-12-100-2210-510-6360</u></b>
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Transportation **\$500.00** Mode **air** **140-12-100-2210-510-6582**

Rental Car	<b><u>\$100.00 - taxi to/from airport</u></b>	<b><u>140-12-100-2210-510-6582</u></b>
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Meals	<u>\$150.00</u>	<u>140-12-100-2210-510-6582</u>
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Lodging	<b><u>\$410.00</u></b>	<b><u>140-12-100-2210-510-6582</u></b>
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Substitutes	\$ 0.00	
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TOTAL	<b><u>\$1859.00</u></b>
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The District will ☐ (or) will not ☒ receive reimbursement from outside sources.

Purpose of travel: **The teacher will receive training to become a fully certified International Baccalaureate teacher**

Outcomes and academic benefits to students and staff: **The teacher will be able to work in Canyon del Oro's International Baccalaureate Programme.**

Submitted by: Cyrus DeBe 1/25/12  
Signature Date

Principal/Supervisor \_\_\_\_\_ Date 4/30/12

Principal/Supervisor Patrick Nelson Date 7-2-12

Associate Superintendent/Superintendent \_\_\_\_\_ Date \_\_\_\_\_

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: **IRHS**

ESTIMATED NUMBER OF STUDENTS: 6

NAME OF SCHOOL GROUP/CLUB/ENTITY: **IRHS SMART Team (Students Modeling A Research Topic)**

STAFF ADVISOR(S)/CHAPERONES: **Liane Futch, IRHS and Alysia Ondoua, BioME Fellow UofA**

ABSENCE: # Days 1 Sub Required: ☒ Yes ☐ No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Attendance at the national SMART Team meeting in San Diego in late April (April 19-22). The SMART team has qualified to attend these meetings by computer modeling a protein called Pla which plays an important role in the toxicity of bubonic plague. The students are now beginning to model a novel protein/inhibitor complex which my BioME Fellow and SMART Team co-sponsor, Alysia Ondoua, uses in her pharmacology research at the UofA and which they will present at the American Society for Biochemistry and Molecular Biology (ASBMB) as part of the SMART Team National Meeting and which they will also be presenting at the Scripps Research Institute in La Jolla, CA on the Friday before the ASBMB conference April 20<sup>th</sup>.**

DESTINATION OF TRAVEL: **San Diego, CA**

DATES OF TRAVEL: **04/19/12 - 04/22/12**

ACADEMIC BENEFITS TO STUDENTS: **The experiences of developing an abstract and poster for professional presentation, as well as, computer modeling these proteins takes the students far beyond the academic levels which we are able to address in either the biology or biotechnology classrooms. Students will be meeting with other SMART Teams and learning about the proteins researched by each team. They will develop communication and social interaction skills through activities planned by the USA SMART Team Coordinator, Shannon Colton, of the Milwaukee School of Engineering's (MSOE) Center for Biomolecular Modeling (CBM). Students will complete activities with other SMART Team students and with researchers and scientist attending ASBMB in which they will be sharing their research on the common protein (Pla). Students will also be able to participate in several tours of different facilities within the Scripps Research Institute, including the Molecular Graphics lab under the direction of Art Olson, and the X-ray crystallography lab (run with Wii remotes!). We will also have an opportunity to speak with David Goodsell of "Molecule of the Month" fame.**

PROPOSED METHOD OF TRANSPORTATION:

☒ District-owned vehicles

Transportation approval: \_\_\_\_\_

☐ 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> <u>0</u>	_____ _____
Transportation	<u>1000.00</u> _____	<u>400-12-270-2190-280-6515</u> _____
Meals	<u>160.00</u> <u>PD by Student</u>	<u>400-12-270-2190-280-6582</u> _____
Lodging	<u>0</u> <u>0</u>	_____ _____
Substitutes	<u>100</u>	<u>400-12-270-2190-280-6113</u>
<b>TOTAL</b>	<b><u>1260.00</u></b>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? no.

IF SO, SOURCE & AMOUNTS: The students will pay for their own meals ~\$1120.00 with cash during the trip.

HOW ARE CHAPERONE EXPENSES PAID? CTE

COST TO EACH STUDENT \$ approximately \$160 for food and possibly \$40 for trolley fare.. The cost of lodging is listed as \$0 as we intend to stay at a home belonging to Liane Futch's parents in San Diego and we might ride the trolley at ~\$5/student for both Sat and Sun to travel to and from the S.D. Convention Center.

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Some IRHS HOSA club and tax credit account monies are available for student scholarships and MSOE has offered \$300 for student scholarships.

FUNDING SOURCE(S): CTE, MSOE, and families of students as stated above.

FUNDRAISING ACTIVITIES PLANNED (If applicable):

SMART Team is planning a fundraiser for near the end of February and is planning to seek community sponsorship to reduce student expenses.

SUBMITTED BY: \_\_\_\_\_

Signature

Date

APPROVED BY: \_\_\_\_\_

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date

rev. 10/1/07