

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): Cathy Eiting

SCHOOL: District Offices

Department (opt.): Student Services

DATE(S): 1/30/13-2/2/13

ACTIVITY/EVENT: 2013 National Conference on Common Core Standards and Diverse Learners Including English Language Learners & Special Education Populations!

LOCATION: Albuquerque, New Mexico

ABSENCE: # Days 4 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>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>350.00</u>	<u>001.00.200.2579.540.6360</u>
Transportation	<u>350.00</u> Mode <u>Air</u>	<u>001.00.200.2579.540.6582</u>
Rental Car	_____	_____
Meals	<u>145.00</u>	<u>001.00.200.2579.540.6582</u>
Lodging	<u>310.00</u>	<u>001.00.200.2579.540.6582</u>
Substitutes	<u>n/a</u> _____	
TOTAL	<u>1155.00</u>	

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

Purpose of travel: Attend 2013 National Conference on Common Core Standards and Diverse Learners!

Outcomes and academic benefits to students and staff: To gain knowledge of how to bridge the gap between the expectations set forth in the Common Core Standards and the individual learning needs of our diverse learners in special education, ELL, and native American programs.

Submitted by: _____

Signature

1/3/13

Date

Principal/Supervisor

Date

Associate Superintendent/Supervisor

Date

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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): Jennifer Letts Kristen McGraw
Melissa Palma Nancy Ritzmann

SCHOOL: AHS, AMS, Harelson and LaCima

Department (opt.): Student Services

DATE(S): 1/30/13-2/2/13

ACTIVITY/EVENT: 2013 National Conference on Common Core Standards and Diverse Learners Including English Language Learners & Special Education Populations!

LOCATION: Albuquerque, New Mexico

ABSENCE: # Days 4 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>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>1400.00 (350/pp)</u>	<u>001.00.200.2210.540.6360</u>
Transportation	<u>1400.00 (350/pp)</u> Mode <u>Air</u>	<u>001.00.200.2210.540.6582</u>
Rental Car	_____	_____
Meals	<u>580.00 (145/pp)</u>	<u>001.00.200.2210.540.6582</u>
Lodging	<u>620.00 (155/pp)</u>	<u>001.00.200.2210.540.6582</u>
Substitutes	<u>900.00</u>	<u>001.00.200.2210.540.6113</u>
TOTAL	<u>4900.00</u>	

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

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Submitted by: _____

Signature

1/3/13

Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

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Date