

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: CDO

ESTIMATED NUMBER OF STUDENTS: 50

NAME OF SCHOOL GROUP/CLUB/ENTITY: Canyon Singers

STAFF ADVISOR(S)/CHAPERONES: Laonna Davis, Lori Johnson, Susan Leader, Mari Hinojosa, Becky Curtis, Kevin Curtis, Laura Raymundo, Joni Dean, Cheryl Smith, Karen Laass

ABSENCE: # Days 4 Sub Required:  Yes  No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: To participate in a national show choir competition

DESTINATION OF TRAVEL: Burbank, CA

DATES OF TRAVEL: April 8-11, 2016

ACADEMIC BENEFITS TO STUDENTS: Students compete in a national competition, will be judged by nationally acclaimed adjudicators, and observe world class performances.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Mountain View Charter Bus

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

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

	APPROX. COST	BUDGET CODE
Registration	<u>\$11,300.00</u>	<u>526/850-00-100-1001-282-6892</u>
Transportation	<u>\$3550.00</u>	<u>526/850-00-100-1001-282-6519</u>
Meals	<u>self pay</u>	_____
Lodging	<u>\$4000.00</u>	<u>526/850-00-100-1001-282-6892</u>
Substitutes	<u>\$200.00</u>	<u>526/850-00-100-1001-282-6113</u>

TOTAL \$19,050.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? \_\_\_\_\_  
IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? Chaperones pay own expenses.

COST TO EACH STUDENT \$ 400

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarships and Fundraising

FUNDING SOURCE(S): fundraising, tax-credit

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
candy sales, car washes, donations from community concerts

SUBMITTED BY: Laonna Davis  
Signature

1/13/2016  
Date

APPROVED BY: Paul Duro  
Principal/Supervisor

1/13/16  
Date

Denise J. Nelson  
Associate Superintendent/Superintendent

1/19/16  
Date

AMPHITHEATER PUBLIC SCHOOLS  
STAFF/STUDENT TRAVEL REQUEST

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**ORIGINAL SUBMISSION**

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

SCHOOL: AHS

ESTIMATED NUMBER OF STUDENTS: 45

NAME OF SCHOOL GROUP/CLUB/ENTITY: AHS/Photo Club and Media Club

STAFF ADVISOR(S)/CHAPERONES: John Parham, Josh Fields, Erin Weber, Nancy Kelly, Melissa Ayala

ABSENCE: # Days 2 Sub Required:  Yes  No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Universal Studios and Warner Bros. Tour

DESTINATION OF TRAVEL: Los Angeles, CA

DATES OF TRAVEL: 4/9/16 -4/10/16

ACADEMIC BENEFITS TO STUDENTS: Students will be able to see industry work environments, see professionals in action, compete in video and photo competitions, and use their skills in the field.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Charter Bus coordinated through Southwest Road Trips

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>\$5,000.00</u>	<u>850-00-100-1001-281-6892</u>
	<u>\$2,000.00</u>	<u>526-00-100-1001-281-6892</u>
Transportation	<u>\$5,300.00</u>	<u>850-00-100-1001-281-6519</u>
	_____	_____
Meals	<u>\$2,825.00</u>	<u>850-00-100-1001-281-6892</u>
	_____	_____
Lodging	<u>\$2,518.00</u>	<u>850-00-100-1001-281-6892</u>
	_____	_____

Substitutes \_\_\_\_\_  
**TOTAL** \$17,643.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? no  
IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? chaperone costs included, any additional expenses will be paid through club funds

COST TO EACH STUDENT \$ 375

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Merit based discount (participation hours in club fundraisers)

FUNDING SOURCE(S): Club funds, Tax credit

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
Various photo booths, video services, food fundraisers

SUBMITTED BY: [Signature] 1/12/15  
Signature Date

APPROVED BY: [Signature] 1-12-16  
Principal/Supervisor Date

[Signature] 1/19/15  
Associate Superintendent/Superintendent Date

AMPHITHEATER PUBLIC SCHOOLS  
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*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: 100

NAME OF SCHOOL GROUP/CLUB/ENTITY: 6<sup>th</sup>-8<sup>th</sup> grade Humanities/Social Studies

STAFF ADVISOR(S)/CHAPERONES: Erika C. Sparlin, Donna Dimillio, Feliza Loas, Eddie Tapia, Chris Norman, Wendy Koosman, Cathy Shirazi, Sharon Grant, Poni Anderson, Rodney Anderson, Michael Stevenson, Olivia Garcia, Venus Knox, Candace Mayer, Amy McDonald, Christina Smith.

ABSENCE: # Days 5 Sub Required:  Yes  No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: We the People National Competition

DESTINATION OF TRAVEL: George Mason University, 4400 University Drive Fairfax, VA 22030

DATES OF TRAVEL: 4/29/16-5/3/16

ACADEMIC BENEFITS TO STUDENTS: Students will compete in We the People mock congressional hearings as well as visit historically important locations around Washington D.C.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other All travel will be through World Strides travel agency.

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>\$177,400.00</u>	<u>850/525/526 00 100 1001 115 6892</u>
Transportation	<u>\$0.00</u>	<u>Included</u>
Meals	<u>\$0.00</u>	<u>Included</u>
Lodging	<u>\$0.00</u>	<u>Included</u>

Substitutes \$300.00

530-00-100-3400-115 6113

TOTAL \$177,700.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No  
IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? Chaperones pay for their own travel expenses.

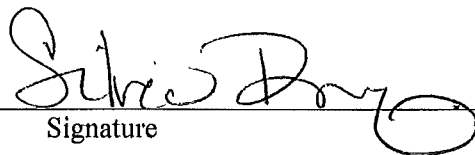
COST TO EACH STUDENT \$ 1,774.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Students will participate in fundraising through World Strides. Scholarships' will also be requested through Coronado PTO, Site Council and Student Councils.

FUNDING SOURCE(S): \_\_\_\_\_


FUNDRAISING ACTIVITIES PLANNED (If applicable):  
World Strides

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


  
Signature

1/11/16  
Date

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

  
Principal/Supervisor

1/11/16  
Date

  
Associate Superintendent/Superintendent

1/19/16  
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): Laurie Burrell  
Devon Busby  
\_\_\_\_\_

SCHOOL: Wilson K-8  
Department (opt.): \_\_\_\_\_  
DATE(S): Feb 4-6, 2016

ACTIVITY/EVENT: Space Exploration Educator's Conference, NASA

LOCATION: Houston, Texas

ABSENCE: # Days 3 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>\$200</u>	<u>850 00 100 1001 168 6360</u>
Transportation	<u>\$353</u> Mode <u>Vehicle</u>	<u>850 00 100 1001 168 6582</u>
Rental Car	<u>N/A</u> _____	
Meals	<u>\$120</u>	<u>850 00 100 1001 168 6582</u>
Lodging	<u>\$580</u>	<u>850 00 100 1001 168 6582</u>
Substitutes	<u>\$480</u>	<u>850 00 100 1001 168 6113</u>
TOTAL	<u>\$1,733</u>	

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

Purpose of travel: Selected to present from a collection of international teachers at Space Exploration Educator's Conference, NASA, Houston, Texas

Outcomes and academic benefits to students and staff: Attending a national STEM Conference will enhance both of our science instruction knowledge for class, STEM Clubs, mentoring and help Devon Busby complete her National Boards process in science since she team taught both the Apollo 13 Emergency Simulation and the Biosphere II in a Bottle Units this year and last year with both of our homeroom classes. Devon also specializes in the history of space exploration instruction during our Planetary Science Unit. Space Center Houston SEEC Conference is 3 days of complete submersion into space exploration. We will attend sessions hosted by the actual scientists and engineers working on these exciting endeavors including the International Space Station, Mars exploration, and the planets beyond. We will hear from the astronauts leading the charge in exploration, learn about the bold vision to send humans back to the Moon and off to Mars, attend sessions presented by educators and receive ready to implement classroom ideas, experience minds-on, hands-on fun, network with fellow educators, take back a multitude of cross curriculum ideas and activities and earn 24 hours of Continuing Professional Education credit.

Submitted by: Laurel C Burrell 1/5/16  
Signature Date  
DM 1/5/16  
Principal/Supervisor Date  
Thomas Wilson 1/19/16  
Associate Superintendent/Superintendent Date

rev. 9/21/05



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

EMPLOYEE(S): John Hastings Carol Tracy  
Tanya Wall \_\_\_\_\_  
\_\_\_\_\_

SCHOOL: District Offices  
Department (opt.): \_\_\_\_\_

DATE(S): March 15- 17, 2016

ACTIVITY/EVENT: Utah Statewide Teacher Fair North

LOCATION: Logan, Utah

ABSENCE: # Days 3 Sub Required:  Yes  No # of School Days Missed N/A

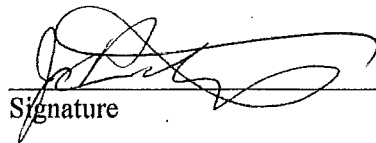
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

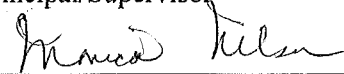
	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$250.00</u>		<u>001-00-100-2579-530-6360</u>
Transportation	<u>\$1,440.00</u>	Mode <u>Air</u>	<u>001-00-100-2579-530-6582</u>
Rental Car	<u>\$300.00</u>		<u>001-00-100-2579-530-6582</u>
Meals	<u>\$396.00</u>		<u>001-00-100-2579-530-6582</u>
Lodging	<u>\$424.68</u>		<u>001-00-100-2579-530-6582</u>
Substitutes	_____		_____
<b>TOTAL</b>	<b><u>\$2,810.68</u></b>		

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

Purpose of travel: To represent Amphitheater Public Schools at the Utah Statewide Teacher Fair.

Outcomes and academic benefits to students and staff: \_\_\_\_\_

Submitted by:  1/15/16  
Signature Date

\_\_\_\_\_  
Principal/Supervisor Date  
 1/19/16  
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): Teresa Sloane Natalie Burnett  
Adrian Hannah \_\_\_\_\_  
\_\_\_\_\_

SCHOOL: District Offices

Department (opt.): \_\_\_\_\_

DATE(S): March 23- 24, 2016

ACTIVITY/EVENT: Washington Educator Career Fair

LOCATION: Tacoma, Washington

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

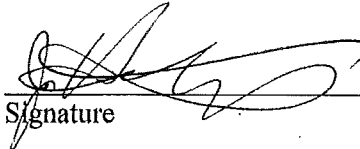
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

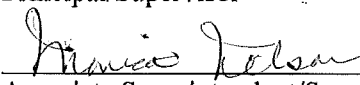
<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$662.50</u>	<u>001-00-100-2579-530-6360</u>
Transportation	<u>\$1,631.00</u> Mode <u>Air</u>	<u>001-00-100-2579-530-6582</u>
Rental Car	<u>\$200.00</u>	<u>001-00-100-2579-530-6582</u>
Meals	<u>\$342.00</u>	<u>001-00-100-2579-530-6582</u>
Lodging	<u>\$481.17</u>	<u>001-00-100-2579-530-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$3,316.67</u>	

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

Purpose of travel: To represent Amphitheater Public Schools at the Washington Educator Career Fair.

Outcomes and academic benefits to students and staff: \_\_\_\_\_

Submitted by:  1/15/16  
Signature Date

\_\_\_\_\_  
Principal/Supervisor Date  
 1/13/16  
Associate Superintendent/Supervisor 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): Todd Jaeger Tassi Call  
Christine Sullivan \_\_\_\_\_  
\_\_\_\_\_

SCHOOL: District Offices  
Department (opt.): \_\_\_\_\_  
DATE(S): April 5-7, 2016

ACTIVITY/EVENT: Greater Philadelphia Teacher Job Fair

LOCATION: Philadelphia, Pennsylvania

ABSENCE: # Days 3 Sub Required:  Yes  No # of School Days Missed 3

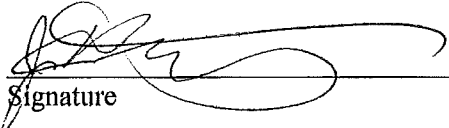
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

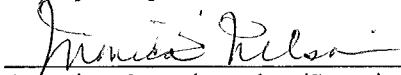
<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$575.00</u>	<u>001-00-100-2579-530-6360</u>
Transportation	<u>\$2,057.00</u> Mode <u>Air</u>	<u>001-00-100-2579-530-6582</u>
Rental Car	_____	<u>001-00-100-2579-530-6582</u>
Meals	<u>\$513.00</u>	<u>001-00-100-2579-530-6582</u>
Lodging	<u>\$965.52</u>	<u>001-00-100-2579-530-6582</u>
Substitutes	_____	_____
<b>TOTAL</b>	<b><u>\$4,110.52</u></b>	

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

Purpose of travel: To represent Amphitheater Public Schools at the Greater Philadelphia Teacher Job Fair.

Outcomes and academic benefits to students and staff: \_\_\_\_\_

Submitted by:  1/15/16  
Signature Date

\_\_\_\_\_  
Principal/Supervisor Date  
 1/19/16  
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): John Hastings Andrew Heinemann SCHOOL: District Offices  
Robert Hehli \_\_\_\_\_ Department (opt.): \_\_\_\_\_  
\_\_\_\_\_  
DATE(S): April 11- 13, 2016

ACTIVITY/EVENT: Wisconsin Education Recruitment Fair

LOCATION: Madison, Wisconsin

ABSENCE: # Days 3 Sub Required:  Yes  No # of School Days Missed 3

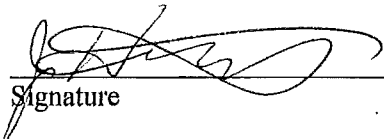
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

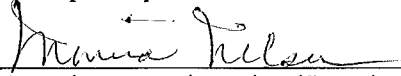
<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$350.00</u>	<u>001-00-100-2579-530-6360</u>
Transportation	<u>\$2,261.00</u> Mode <u>Air</u>	<u>001-00-100-2579-530-6582</u>
Rental Car	_____	<u>001-00-100-2579-530-6582</u>
Meals	<u>\$471.00</u>	<u>001-00-100-2579-530-6582</u>
Lodging	<u>\$1,339.65</u>	<u>001-00-100-2579-530-6582</u>
Substitutes	<u>\$300.00</u>	<u>001-00-100-2579-530-6113</u>
TOTAL	<u>\$4,721.65</u>	

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

Purpose of travel: To represent Amphitheater Public Schools at the Wisconsin Education Recruitment Fair.

Outcomes and academic benefits to students and staff: \_\_\_\_\_

Submitted by:  \_\_\_\_\_ 1/15/16  
Signature Date

\_\_\_\_\_  
Principal/Supervisor Date  
 \_\_\_\_\_ 1/19/16  
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): Michael McConnell

SCHOOL: Walker

\_\_\_\_\_  
\_\_\_\_\_

Department (opt.): \_\_\_\_\_

DATE(S): 7/10-13/16

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: Sacramento, CA

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


EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

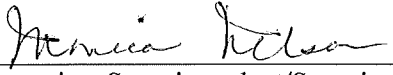
<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	_____	_____
Transportation	<u>\$1,000.00</u> Mode <u>Air</u>	<u>100-16-100-2210-510-6582</u>
Rental Car	_____	_____
Meals	<u>\$130.00</u>	<u>100-16-100-2210-510-6582</u>
Lodging	<u>\$700.00</u>	<u>100-16-100-2210-510-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$1,830.00</u>	

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

Purpose of travel: **Principal will attend AVID Summer Institute to continue to learn the AVID program in an effort to better prepare students for the rigors of Middle School as well as to help students get on the college bound track.**

Outcomes and academic benefits to students and staff: **Increase knowledge. Increase student achievement.**

Submitted by:  7/12/16  
Signature Date

\_\_\_\_\_  
Principal/Supervisor Date  
 7/19/16  
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): Rayette Jackson \_\_\_\_\_  
Ellen Gauthier \_\_\_\_\_  
Debbie Emans \_\_\_\_\_

SCHOOL: Walker  
 Department (opt.): \_\_\_\_\_  
 \_\_\_\_\_ DATE(S): 7/10-13/16

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: Sacramento, CA

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

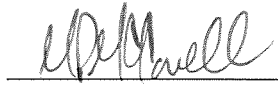
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

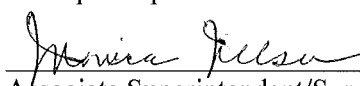
<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$2,175.00</u>	<u>100-16-102-2210-112-6360</u>
Transportation	<u>\$2,000.00</u> Mode <u>Air</u>	<u>100-16-102-2210-112-6582</u>
Rental Car	_____	_____
Meals	<u>\$320.00</u>	<u>100-16-102-2210-112-6582</u>
Lodging	<u>\$1,300.00</u>	<u>100-16-102-2210-112-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$5,795.00</u>	

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

Purpose of travel: Teachers will attend AVID Summer Institute to learn the AVID program in an effort to better prepare students for the rigors of Middle School as well as to help students get on the college bound track.

Outcomes and academic benefits to students and staff: Increase teacher knowledge. Increase student achievement.

Submitted by:  \_\_\_\_\_  
 Signature Date 7/12/16

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_  
 Associate Superintendent/Superintendent Date 7/19/16

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): Annette Orelup Sandy Schiffman SCHOOL: Keeling  
Bethany Stocker Megan Franklin Department (opt.): \_\_\_\_\_  
\_\_\_\_\_ DATE(S): 7-10-16 to 7-13-16

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: Sacramento, 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>
Registration	<u>\$2900.00</u>	<u>100 16 102 2210 109 6360</u>
Transportation	<u>\$2700.00</u> Mode <u>Air</u>	<u>100 16 102 2210 109 6582</u>
Rental Car	_____	_____
Meals	<u>\$425.00</u>	<u>100 16 102 2210 109 6582</u>
Lodging	<u>\$1750.00</u>	<u>100 16 102 2210 109 6582</u>
Substitutes	_____	_____
TOTAL	<u>\$7775.00</u>	

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

Purpose of travel: To learn the AVID program to better prepare students for middle school and to get them on track for going to college.

Outcomes and academic benefits to students and staff: To increase teacher knowledge & student achievement.

The travel is necessary for the implementation of the project funding the travel.

Submitted by: Annette Orelup 1-8-16  
Signature Date  
D. Mansouri 1-8-16  
Principal/Supervisor Date  
Janice Kelly 1/19/16  
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): Elizabeth Wick Kim Smith SCHOOL: Holaway  
Brittney Morse Jessica Jarrett Department (opt.): \_\_\_\_\_  
Chris Gutierrez \_\_\_\_\_ DATE(S): 7/10-13/16

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: Sacramento, 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>\$3625.00</u>		<u>100-16-100-2210-108-6360</u>
Transportation	<u>\$3437.00</u>	Mode <u>Air/Taxi</u>	<u>100-16-100-2210-108-6582</u>
Rental Car	_____		_____
Meals	<u>\$1080.00</u>		<u>100-16-100-2210-108-6582</u>
Lodging	<u>\$1950.00</u>		<u>100-16-100-2210-108-6582</u>
Substitutes	_____		_____
<b>TOTAL</b>	<b><u>\$10092.00</u></b>		

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

Purpose of travel: Teachers will attend AVID Summer Institute to learn the AVID program in an effort to better prepare students for the rigors of Middle School as well as to help students get on the college bound track.

Outcomes and academic benefits to students and staff: Increase teacher knowledge. Increase student achievement.

Submitted by: \_\_\_\_\_ 1/5/16  
Signature Date  
\_\_\_\_\_ 1/5/16  
Principal/Supervisor Date  
\_\_\_\_\_ 1/19/16  
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): Jude McElhinney, Valerie Wirth, Tatiana Zolo . SCHOOL: District Offices  
Erika Genis, Marni Gould, Leighann Reynolds Department (opt.):  
Debbie Melde, Sarah Lortie \_\_\_\_\_ DATE(S): April 13-16, 2016

ACTIVITY/EVENT: National Council of Teachers of Mathematics (NCTM) Conference

LOCATION: San Francisco, CA

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>\$3,056.00</u>	<u>140-16-100-2210-510-6360</u>
Transportation	<u>\$5,600.00</u> Mode <u>air/taxi</u>	<u>140-16-100-2210-510-6582</u>
Rental Car	_____	
Meals	<u>\$1,944.00</u>	<u>140-16-100-2210-510-6582</u>
Lodging	<u>\$3,900.00</u>	<u>140-16-100-2210-510-6582</u>
Substitutes	<u>\$2,400.00</u>	<u>140-16-100-2210-510-6113</u>
TOTAL	<u>\$16,900.00</u>	

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

Purpose of travel: To attend the NCTM Conference.

Outcomes and academic benefits to students and staff: Information gained will assist in providing a wider knowledge base and direction for educational change and challenge.

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

\_\_\_\_\_  
 Principal/Supervisor Date

Marni Nelson  
 Associate Superintendent/Superintendent 4/19/16  
 Date