

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): Steve Duley \_\_\_\_\_

SCHOOL: District Offices

Department (opt.): Student Services

DATE(S): 11/14-16/12

ACTIVITY/EVENT: Ocalicon 2012 - The Premier Autism and Disabilities Conference

LOCATION: Greater Columbus Convention Center, Columbus Ohio

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>\$ 265.00</u>	<u>001.00.200.2579.540.6360</u>
Transportation	<u>\$ 508.20</u> Mode <u>Air</u>	<u>001.00.200.2579.540.6582</u>
Rental Car	_____	_____
Meals	<u>\$ 132.00</u>	<u>001.00.200.2579.540.6582</u>
Lodging	<u>\$ 435.00</u>	<u>001.00.200.2579.540.6582</u>
Substitutes	<u>n/a</u> _____	
TOTAL	<u>\$1340.20</u>	

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

Purpose of travel: Attend OCALICON 2012 Conference

Outcomes and academic benefits to students and staff: To attend a Symposium focused on educational strategies and psychosocial interventions for children with TBI.

Submitted by: \_\_\_\_\_

Signature

10/29/12

Date

Principal/Supervisor

10-29-12

Date

Associate Superintendent/Supintendent

11/8/12

Date