

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: Cross Middle

ESTIMATED NUMBER OF STUDENTS: 98

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross Middle School Science Department

STAFF ADVISOR(S)/CHAPERONES: Alexandria Vaughn, Marco Dominguez, Lisa DaDeppo, Lindsay Lopez, Jennifer Jones-Hinz, Kristen Buckwalter, Mike Wu, Cody Wall, Ernie Alvarez, and Shannon Haskins

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Catalina Island Marine Institute (CIMI)

DESTINATION OF TRAVEL: Catalina Island, CA

DATES OF TRAVEL: Sunday evening, 02/17/19 through early Thursday morning 02/21/2019

ACADEMIC BENEFITS TO STUDENTS: 98 students have the opportunity to study science in an outstanding, hands-on program focusing on Marine Biology and Ecology. All students will participate in several competitions, including group and individual competitions. Competitions include Best Group Cohesiveness, Most Interesting Artifact, Best Academic Group (based on CIMI testing activities). Individual awards go to the best individual academic scores and Best Overall Participation.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Chartered buses, Mountain View Tours, Inc., P.O. Box 91890, Tucson, AZ 85752 520-292-1183

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>\$28,350.00</u>	<u>525/526-00-100-1001-167-6892</u>
Transportation	<u>\$9,650.00</u>	<u>525/526-00-410-2710-167-6519</u>
Meals	<u>Included</u>	_____
Lodging	<u>Included</u>	_____
Substitutes	<u>\$2,250.00</u>	<u>525/526-00-100-1001-167-6113</u>
<b>TOTAL</b>	<b><u>\$40,250.00</u></b>	

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

HOW ARE CHAPERONE EXPENSES PAID? Chaperones pay their own expenses

COST TO EACH STUDENT \$ 400.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Financial Assistance will be provided for students in need.

FUNDING SOURCE(S): Tax Credit Donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
N/A

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

SUBMITTED BY:

[Signature]  
Signature

9-11-2018  
Date

APPROVED BY:

[Signature]  
Principal/Supervisor

9-11-18  
Date

[Signature]  
Associate Superintendent/Supintendent

9/17/18  
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: AMS

ESTIMATED NUMBER OF STUDENTS: 44

NAME OF SCHOOL GROUP/CLUB/ENTITY: Science Club

STAFF ADVISOR(S)/CHAPERONES: Sarah Lortie, Phil Tilicki, Jennifer Queiruga, Brenda King, Pam Carter, Brenda Ayers,

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Trip to Anaheim, CA to participate in two guided science programs.

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: April 24-26, 2019

ACADEMIC BENEFITS TO STUDENTS: Students will participate in two guided science programs at Disneyland, supporting 8<sup>th</sup> grade curriculum. Topics include Newton's Laws of motion, and energy and waves. Students will also compete to earn the most points for their team by answering questions about the content after the programs and accomplishing different tasks in the parks.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Charter Bus (Beeline Tours)

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

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

	APPROX. COST	BUDGET CODE
Registration	<u>\$11,880.00</u>	<u>850/525/526-00-100-1001-166-6892</u>
Transportation	<u>\$2,800.00</u>	<u>850/525/526-00-410-2710-166-6519</u>
Meals	<u>\$3,120.00</u>	<u>850/525/526-00-100-1001-166-6892</u>
Lodging	<u>\$3264.77</u>	<u>850/525/526-00-100-1001-166-6892</u>

Substitutes \$1,980.00  
TOTAL \$23044.77

850/525/526-00-100-1001-166-6113

WILL THE DISTRICT RECEIVE REIMBURSEMENT? Yes  
IF SO, SOURCE & AMOUNTS: student tuition and tax credit donations

HOW ARE CHAPERONE EXPENSES PAID? included in student cost

COST TO EACH STUDENT \$ 450.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarships are made available to students who need them.

FUNDING SOURCE(S): Tax credit donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
Color gear sales before spirit assembly, Gatorade sales at field day

SUBMITTED BY: Sarah Lortie 9/4/18  
Signature Date

APPROVED BY: Angela Wickes 9/4/18  
Principal/Supervisor Date

Michael Byars 9/17/18  
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): Roseanne Lopez     Blanca Cunha

SCHOOL: District Offices

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

Department (opt.): School Operations

DATE(S): September 30-October 2, 2018

ACTIVITY/EVENT: Executive Briefing with Waterford

LOCATION: Salt Lake City, Utah, Little America Hotel

ABSENCE:     # Days 3     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>
Registration	<u>\$0</u>	<u>All costs covered by Waterford, a non-profit corporation</u> (Note: Tax credit contributions are District funds and require a budget code.)
Transportation	<u>\$0</u> Mode _____	
Rental Car	_____	
Meals	<u>\$0</u>	
Lodging	<u>\$0</u> _____	
Substitutes	_____	
TOTAL	<u>\$0</u>	

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

Purpose of travel: Consult with Waterford researchers and other Waterford users on assessment practices, implementation and results.

Outcomes and academic benefits to students and staff: Greater understanding of the uses of the program and how to effectively manage implementation.

Submitted by: Dr. Roseanne Lopez     8/28/2018  
Signature     Date

\_\_\_\_\_  
Principal/Supervisor     Date  
Blanca Cunha     9/10/18  
Associate Superintendent/Superintendent     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): Tassi Call \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: District Offices  
 Department (opt.): CTE  
 DATE(S): 10/22/18-10/24/18

ACTIVITY/EVENT: Fall 2018 Pathways to Prosperity Network Institute

LOCATION: Cambridge, MA

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

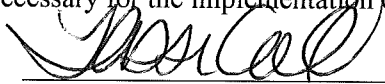
	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	_____		_____
Transportation	<u>\$150.00</u>	Mode _____	<u>260-19-300-2210-515-6582</u>
Rental Car	_____		_____
Meals	<u>\$123.50</u>		<u>260-19-300-2210-515-6582</u>
Lodging	_____		_____
Substitutes	_____		_____
TOTAL	<u>\$273.50</u>		

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

Purpose of travel: The Pathways to Prosperity Institute is a semi-annual gathering of K-12, postsecondary, and workforce leaders in the Pathways to Prosperity Network.

Outcomes and academic benefits to students and staff: The Institute brings together state and regional teams across the country to learn about emerging and effective practices for launching and sustaining intentional cross-sector partnerships that support developing, implementing, and scaling Pathways; share strategies, problems of practice, and resources; engage in conversations and problem-solving with peers; and develop and refine a clear vision for immediate and longterm next steps in pathways development.

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

Submitted by:  \_\_\_\_\_  
 Signature Date 9/14/18

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

*Michael Byars*

Associate Superintendent/Superintendent

*9/17/18*

Date

rev. 8/25/17

AMPHITHEATER PUBLIC SCHOOLS  
STAFF TRAVEL/CONFERENCE REQUEST

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EMPLOYEE(S): Jeremy Tarbet Joshua Ronstadt SCHOOL: CDO, AHS, IRHS  
Bradley Boe Lee Street Department (opt.): CTE  
Erin Quigley \_\_\_\_\_ DATE(S): 11/27/18-12/1/18

ACTIVITY/EVENT: National Association of Career and Technical Education, CareerTech Vision 2018

LOCATION: San Antonio, TX

ABSENCE: # Days 5 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>\$3225.00</u>	<u>260-19-300-2210-***-6360</u>
Transportation	<u>\$2100.00</u> Mode <u>Airplane</u>	<u>260-19-300-2210-***-6582</u>
Rental Car	_____	_____
Meals	<u>\$1215.00</u>	<u>260-19-300-2210-***-6582</u>
Lodging	<u>\$2652.00</u>	<u>260-19-300-2210-***-6582</u>
Substitutes	<u>\$1650.00</u>	<u>260-19-300-2210-***-6113</u>
TOTAL	<u>\$10842.00</u>	***Corresponds to site 280, 281, & 282

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

Purpose of travel: CTE teachers are attending the National ACTE conference to learn best practices and programs of study information.

Outcomes and academic benefits to students and staff: Attendees will work with fellow CTE faculty to share information which will then transfer to classroom practice.

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

Submitted by:

Signature Jessi Oell Date 9/17/18  
Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
Michael Byars \_\_\_\_\_ Date 9/17/18  
Associate Superintendent/Superintendent \_\_\_\_\_ Date \_\_\_\_\_



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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): Armando Soto  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: District Offices  
 Department (opt.): \_\_\_\_\_  
 DATE(S): December 14-19, 2018

ACTIVITY/EVENT: NIAAA National Athletic Director's Conference

LOCATION: San Antonio, TX

ABSENCE: # Days 6 Sub Required:  Yes  No # of School Days Missed 4

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>\$340.00</u>	<u>001.00.620.2210.512.6360</u>
Transportation	<u>\$700.00</u> Mode <u>Air</u>	<u>525.00.620.2530.512.6582</u>
Rental Car	<u>\$150.00</u>	<u>525.00.620.2530.512.6582</u>
Meals	<u>\$254.00</u>	<u>525.00.620.2530.512.6582</u>
Lodging	<u>\$729.70</u>	<u>525.00.620.2530.512.6582</u>
Substitutes	_____	_____
<b>TOTAL</b>	<b><u>\$2,173.70</u></b>	

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

Purpose of travel: To attend the NFHS/NIAAA Athletic Director's Conference

Outcomes and academic benefits to students and staff: Completion of coursework and exam, attend workshops in safety, budget and other areas of athletics.

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

Submitted by: Armando Soto 9/17/18  
 Signature Date

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
Michael Beyano 9/17/18  
 Associate Superintendent/Superintendent Date

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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): Patricia Harris  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: CDO  
 Department (opt.): \_\_\_\_\_  
 DATE(S): December 14-19, 2018

ACTIVITY/EVENT: NIAAA National Athletic Director's Conference

LOCATION: San Antonio, TX

ABSENCE: # Days 6 Sub Required:  Yes  No # of School Days Missed 4

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>\$340.00</u>		<u>001.00.620.2210.512.6360</u>
			525-00-620-3400-282-6360
Transportation	<u>\$700.00</u>	Mode <u>Air</u>	<u>525.00.620.3400.282.6582</u>
Rental Car	_____		_____
Meals	<u>\$254.00</u>		<u>525.00.620.3400.282.6582</u>
Lodging	<u>\$729.70</u>		<u>525.00.620.3400.282.6582</u>
Substitutes	_____		_____
<b>TOTAL</b>	<b><u>\$2,023.70</u></b>		

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

Purpose of travel: To attend the NFHS/NIAAA Athletic Director's Conference

Outcomes and academic benefits to students and staff: Completion of coursework and exam, attend workshops in safety, budget and other areas of athletics.

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Submitted by: Patricia Harris 9/17  
 Signature Date  
Michael Bejarano 9/17/18  
 Principal/Supervisor Date  
Michael Bejarano 9/17/18  
 Associate Superintendent/Superintendent Date

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EMPLOYEE(S): David Humphreys  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: AHS  
 Department (opt.): \_\_\_\_\_  
 DATE(S): December 14-19, 2018

ACTIVITY/EVENT: NIAAA National Athletic Director's Conference

LOCATION: San Antonio, TX

ABSENCE: # Days 6 Sub Required:  Yes  No # of School Days Missed 4

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

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Substitutes	_____		_____
<b>TOTAL</b>	<b><u>\$2,023.70</u></b>		

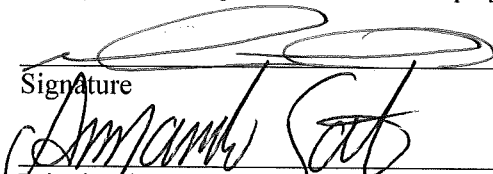
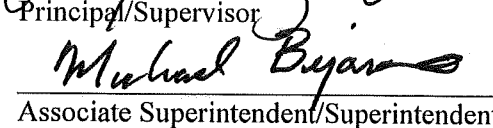
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The travel is necessary for the implementation of the project funding the travel.

Submitted by:

 _____ Signature	<u>9/17/18</u> _____ Date
 _____ Principal/Supervisor	<u>9/17/18</u> _____ Date
_____ Associate Superintendent/Superintendent	<u>9/17/18</u> _____ Date