

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: AHS

ESTIMATED NUMBER OF STUDENTS: 5

NAME OF SCHOOL GROUP/CLUB/ENTITY: Amphi High School Odyssey of the Mind

STAFF ADVISOR(S)/CHAPERONES: Carrie Bejarano-Advisor/Coach, Armando Soto

ABSENCE: # Days 6 Sub Required:  Yes  No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Odyssey of the Mind 2019 World Finals

DESTINATION OF TRAVEL: Michigan State University, Lansing, Michigan, 48824

DATES OF TRAVEL: May 21-26, 2019

ACADEMIC BENEFITS TO STUDENTS: Students will spend six days at Michigan State University at the 2019 International Odyssey of the Mind Competition. They will compete with teams from all over the world and present a solution created by the team to a complex technical problem they have been working on all year. During the presentation they will practice public speaking skills, problem solving, and working in a group to create a solution to a complex problem. They will also compete and participate in various problem solving activities throughout the week provided by the Odyssey of the Mind Coordinators, using higher-order thinking and synthesizing artistic and scientific thinking.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other airline and Enterprise Car Rental

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>\$4585.00</u>	<u>526.00.100.3400.281.6892</u>
Transportation	<u>\$1000.00 car</u> <u>\$3670.45 air</u>	<u>526.00.100.3400.281.6519</u> <u>001.00.100.1001.520.6519</u>
Meals	<u>included in registration</u>	_____

	<u>students included in registration</u>	
Lodging	\$1339.05	<u>526.00.100.3400.281.6892</u>
Substitutes	\$375.00	<u>526.00.100.3400.281.6113</u>
<b>TOTAL</b>	<b><u>\$10,969.50</u></b>	

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

HOW ARE CHAPERONE EXPENSES PAID? **Tax Credit, Amphi District funds**

COST TO EACH STUDENT \$ **0**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **tax credit, Amphi District contribution**

FUNDING SOURCE(S): **tax credit, Amphi District contribution**

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
 \_\_\_\_\_

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

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

Signature

4/29/19  
Date

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

Principal/Supervisor

4/29/19  
Date

Michael Byars

Associate Superintendent/Superintendent

4/29/19  
Date

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 31

NAME OF SCHOOL GROUP/CLUB/ENTITY: Odyssey of the Mind Teams

STAFF ADVISOR(S)/CHAPERONES: Cymry DeBoucher, Lisa Sheldon, Lisa DaDeppo, Shauna Thomas, Leann Calvin, Leslie Ferre, Tony Trinh

ABSENCE: # Days 6 Sub Required:  Yes  No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Odyssey of the Mind World Finals

DESTINATION OF TRAVEL: Michigan State University, East Lansing, MI

DATES OF TRAVEL: May 21, 2019 - May 26, 2019

ACADEMIC BENEFITS TO STUDENTS: World-class competition in creative problem solving.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Commercial air and ground transportation

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>\$24,890.00</u>	<u>850-00-100-1001-282-6892</u> <u>526-00-100-1001-282-6892</u>
Transportation	<u>\$28,000.00</u>	<u>850-00-410-2710-282-6519</u> <u>526-00-410-2710-282-6519</u>
Meals	<u>0</u>	_____
Lodging	<u>0</u>	_____
Substitutes	<u>0</u>	_____

TOTAL

\$52,890.00

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

HOW ARE CHAPERONE EXPENSES PAID? **Chaperones will each contribute \$400 and the rest is fundraised**

COST TO EACH STUDENT \$ **400.00 which can be paid as tax credit or donation to the club**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **fundraising is used to provide scholarships**

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

FUNDRAISING ACTIVITIES PLANNED (If applicable):

**Appeals to various Rotary clubs and other charitable organizations**

**Grant application - Amphitheater Foundation**

**Letter writing campaign and Tax Credit campaign**

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

SUBMITTED BY: *Lynny DeBord* 4/18/19  
Signature Date

APPROVED BY: *T. Bullis* 4-18-19  
Principal/Supervisor Date

*Michael Byars* 4/29/19  
Associate Superintendent/Superintendent Date

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SCHOOL: **Donaldson**

ESTIMATED NUMBER OF STUDENTS: **6**

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Donaldson Odyssey of the Mind Club**

STAFF ADVISOR(S)/CHAPERONES: **Megan Etter / Maria Gallegos**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Odyssey of the Mind World Travel**

DESTINATION OF TRAVEL: **Michigan State University, Lansing, MI**

DATES OF TRAVEL: **May 21, 2019 - May 26, 2019**

ACADEMIC BENEFITS TO STUDENTS: **Global understanding, advanced creative problem solving**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other **American Airlines**

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
	<u>\$2,297.94</u>	<u>001-00-100-1001-520-6892</u>
Registration	<u>\$4,807.06</u>	<u>526-00-100-1001-106-6892</u>
	<u>\$2,202.06</u>	<u>001-00-100-1001-520-6519</u>
Transportation	<u>\$1,320.03</u>	<u>526-00-100-1001-106-6519</u>
	<u>          </u>	<u>          </u>
Meals	<u>\$350.00</u>	<u>525-00-100-1001-106-6892</u>
	<u>          </u>	<u>          </u>
Lodging	<u>          </u>	<u>          </u>
	<u>          </u>	<u>          </u>
Substitutes	<u>          </u>	<u>          </u>
<b>TOTAL</b>	<b><u>\$10,977.09</u></b>	

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

HOW ARE CHAPERONE EXPENSES PAID? Donations

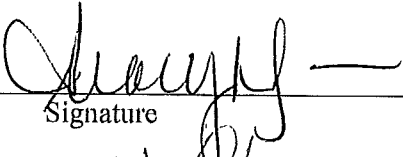
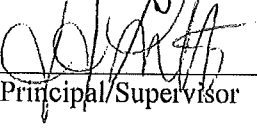
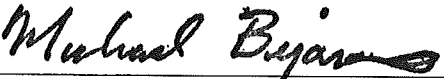
COST TO EACH STUDENT \$ 400.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Donation Drive

FUNDING SOURCE(S): Tax Credit Drive, PTO Fundraising

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
Tax Credit Drive, PTO Go Fund Me

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

SUBMITTED BY:	 Signature	<u>4/29/18</u> Date
APPROVED BY:	 Principal/Supervisor	<u>4/29/19</u> Date
	 Associate Superintendent/Superintendent	<u>4/29/18</u> Date

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 10

NAME OF SCHOOL GROUP/CLUB/ENTITY: Canyon Cagers (Girls Basketball)

STAFF ADVISOR(S)/CHAPERONES: Coaches Kent Senzee, Clifton Leake, Devina Montierth

ABSENCE: # Days 5 Sub Required:  Yes  No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Summer Basketball Tournament

DESTINATION OF TRAVEL: San Diego, CA

DATES OF TRAVEL: June 19 - June 23, 2019

ACADEMIC BENEFITS TO STUDENTS: Student athletes will bond as a team and learn how to get along with others. They will learn leadership and sportsmanship qualities during their competition with other teams. They will also learn how to budget their own money.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Coaches and Chaperones will use their personal vehicles

Are expenses paid from any of the following accounts? Auxiliary yes Tax Credits yes Club Funds yes  
Parent Organization no

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

	APPROX. COST	BUDGET CODE
Registration	<u>\$495.00</u>	<u>526/850-00-100-1001-282-6892</u>
Transportation	<u>\$0.00</u>	<u>n/a</u>
Meals	<u>self pay</u>	<u>n/a</u>
Lodging	<u>\$2,900.00</u>	<u>526/850-00-100-1001-282-6892</u>
Substitutes	<u>\$0.00</u>	<u>n/a</u>

TOTAL \$3,395.00

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

HOW ARE CHAPERONE EXPENSES PAID? no chaperone costs

COST TO EACH STUDENT \$ 120 for food and pocket money

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? scholarships, fundraising opportunities

FUNDING SOURCE(S): Canyon Cagers

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
none

SUBMITTED BY: Kent Seigge 4-12-2019  
Signature Date

APPROVED BY: Patricia Harris 4-18-19  
Principal/Supervisor Date

Michael Byars 4/29/19  
Associate Superintendent/Superintendent Date



**AMPHITHEATER PUBLIC SCHOOLS  
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EMPLOYEE(S): David Martinez  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: District Offices  
 Department (opt.): Interscholastic  
 DATE(S): June 3-6, 2019

ACTIVITY/EVENT: Athletic Equipment Managers Association Annual Convention

LOCATION: Indianapolis, IN

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>0</u>		_____
Transportation	<u>\$730.00</u>	Mode <u>Air/Shuttle</u>	<u>001.00.620.2579.512.6582</u>
Rental Car	<u>0</u>	_____	
Meals	<u>\$161.00</u>		<u>001.00.620.2579.512.6582</u>
Lodging	<u>\$800.00</u>		<u>001.00.620.2579.512.6582</u>
Substitutes	<u>0</u>	_____	
<b>TOTAL</b>	<b><u>\$1691.00</u></b>		

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

Purpose of travel: To attend the A.E.M.A. Annual Convention. Will be receiving CEU's to maintain safety certification.

Outcomes and academic benefits to students and staff: To maintain safety certification to include the proper fitting of shoulder pads and helmets for football players and stay up-to-date on safety equipment and safety issues for all sports played in the district.

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

Submitted by: \_\_\_\_\_  
 Signature \_\_\_\_\_ Date 4-30-19  
 \_\_\_\_\_  
 Principal/Supervisor \_\_\_\_\_ Date 4/30/19  
 \_\_\_\_\_  
 Associate Superintendent/Superintendent \_\_\_\_\_ Date 4/30/19

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EMPLOYEE(S): Robin Resley  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL: Coronado K-8  
Department (opt.): Science  
DATE(S): June 16 – 19, 2019

ACTIVITY/EVENT: Project Lead the Way Core Training – Energy and the Environment

LOCATION: El Segundo, 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>\$ 750.00</u>	<u>140-19-100-2210-515-6360</u>
Transportation	<u>\$ 300.00</u> Mode <u>air</u>	<u>140-19-100-2210-515-6582</u>
Rental Car	_____	_____
Meals	<u>\$ 118.00</u>	<u>140-19-100-2210-515-6582</u>
Lodging	<u>\$ 570.06</u>	<u>140-19-100-2210-515-6582</u>
Substitutes	_____	_____
<b>TOTAL</b>	<b><u>\$1,738.06</u></b>	

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

Purpose of travel: To attend Core Training – Energy and the Environment

Outcomes and academic benefits to students and staff: To prepare teachers with the skills and tools they need to engage, inspire, and empower students.

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

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

Principal/Supervisor \_\_\_\_\_ Date  
*Michael Bujan* 4/29/19  
Associate Superintendent/Supervisor \_\_\_\_\_ Date