

**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): Norma Frye George \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: District Offices  
 Department (opt.): Transportation  
 DATE(S): 07/11/2020-07/15/2020

ACTIVITY/EVENT: School Transportation News ( STN ) Expo

LOCATION: Reno, Nevada

ABSENCE: # Days 5 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>399.00</u>	<u>001.00.100.2579.6360.528.0000</u>
Transportation	<u>311.95</u> Mode <u>Air</u>	<u>001.00.100.2579.6582.528.0000</u>
Rental Car	_____	_____
Meals	<u>238.00</u>	<u>001.00.100.2579.6582.528.0000</u>
Lodging	<u>681.48</u>	<u>001.00.100.2579.6582.528.0000</u>
Substitutes	_____	_____
TOTAL	<u>1630.43</u>	

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

Purpose of travel: Ability to connect with 1,500 student transportation stakeholders

Outcomes and academic benefits to students and staff: Updates on new changes from 2020 National Congress on School Transportation, Reasonable Suspicion Testing, Disaster Recovery, Driver Fitness Testing & Physical Ability to Perform, and navigating the FMCSA Drug & Alcohol Clearinghouse.

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

Submitted by: Norma Frye George \_\_\_\_\_ 5/11/2020  
 Signature Date  
James Brown \_\_\_\_\_ 5/11/2020  
 Principal/Supervisor Date  
Michael B. Bryan \_\_\_\_\_ 5/14/2020  
 Associate Superintendent/Superintendent Date