

**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: 30

NAME OF SCHOOL GROUP/CLUB/ENTITY: Canyon del Oro High School Orchestra

STAFF ADVISOR(S)/CHAPERONES: Toru Tagawa/Kim Gessner, Steven Merritt, Venus Knox, Greg Knox

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Performing at the Heritage Festival on March 29, 2019

DESTINATION OF TRAVEL: Boston, MA

DATES OF TRAVEL: 3/28/2019-4/1/2019

ACADEMIC BENEFITS TO STUDENTS: CDO Orchestra to perform at Heritage Festival at Boston. Students will be able to compete in the Orchestra competition and receive recognitions and meaningful clinic.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other World Strides, Airplane

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>\$7,000</u> _____	<u>526/850-00-100-1001-282-6892</u> _____
Transportation	<u>\$28,000</u> _____	<u>526/850-00-100-1001-282-6519</u> _____
Meals	<u>\$4,670</u> _____	<u>526/850-00-100-1001-282-6892</u> _____
Lodging	<u>\$5,040</u> _____	<u>526/850-00-100-1001-282-6892</u> _____

Substitutes

\$330

526/850-00-100-1001-282-6113

TOTAL

\$45,040

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

HOW ARE CHAPERONE EXPENSES PAID? Orchestra Booster Club

COST TO EACH STUDENT \$ 1,500

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarships will be given on an as needed basis

FUNDING SOURCE(S): Orchestra Tax Credit/Orchestra Club Account/Orchestra Booster Club Account

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY: _____

Signature

5-24-18

Date

APPROVED BY: _____

Principal/Supervisor

5/24/18

Date

Michael Byars

Associate Superintendent/Superintendent

8/7/18

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): Darlene Mansouri

SCHOOL: District Offices

Department (opt.): State and Federal Programs

DATE(S): 01/29/19 - 2/3/19

ACTIVITY/EVENT: 2019 National Title I Conference

LOCATION: Kansas City Convention Center, Kansas City, Missouri

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>\$599.00</u>	<u>100-19-100-2240-510-6360</u>
Transportation	<u>\$505.60</u> Mode <u>air/shuttle</u>	<u>100-19-100-2240-510-6582</u>
Rental Car	_____	_____
Meals	<u>\$293.25</u>	<u>100-19-100-2240-510-6582</u>
Lodging	<u>\$1,175.00</u>	<u>100-19-100-2240-510-6582</u>
Substitutes	_____	_____
TOTAL <u>\$2,572.85</u>		

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

Purpose of travel: To attend the 2019 National Title I Conference

Outcomes and academic benefits to students and staff: Learn current legal information regarding ESSA and its impact on State and Federal programs. All Title I schools and their students will be better served once knowledge is obtained.

Submitted by:

Darlene Mansouri
Signature

7.17.18
Date

Principal/Supervisor

Michael Beyars

Date

8/7/18

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): Todd Jaeger _____

SCHOOL: District Offices
Department (opt.): Superintendent
DATE(S): October 4-7, 2018

ACTIVITY/EVENT: Urban Superintendents Academy Leadership Retreat

LOCATION: Los Angeles, CA

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No # of School Days Missed 1

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

(Note: Tax credit contributions are District funds and require a budget code.)

Registration	<u>0</u>		_____
Transportation	<u>\$117.98</u>	Mode <u>Air</u>	<u>001-00-100-2320-501-6582</u>
Rental Car	_____		_____
Meals	<u>\$119.00</u>		<u>001-00-100-2320-501-6582</u>
Lodging	<u>\$790.05</u>		<u>001-00-100-2320-501-6582</u>
Substitutes	<u>0</u> _____		
TOTAL	<u>\$1,027.03</u>		

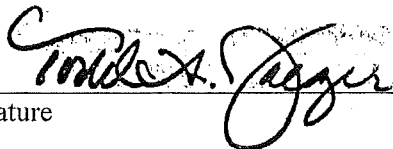
The District will ☐ (or) will not ☒ receive reimbursement from outside sources.

Purpose of travel: Superintendent Jaeger is one of approximately 20 school district superintendents selected from across the nation to participate in the Urban Superintendents Academy, a cross-instruction training program for urban area officials, co-sponsored by the American Association of School Superintendents and the University of Southern California Rossier College of Education. Most of the training sessions the Superintendent must attend for the Academy will occur via webinar, however three sessions require travel to the University of Southern California (including graduation from the program).

Outcomes and academic benefits to students and staff: Superintendent Jaeger will receive training from education experts on a broad cross-spectrum of topics and issues affecting urban school districts including educational changes, building professional teaching cultures, cultural responsiveness and equity, ethics, strategic planning, caring environment, and operational management. The Academy culminates in each superintendent presenting a capstone project.

Submitted by:

Signature



8/7/18
Date

Principal/Supervisor

Date

Michael Byars

8/7/18

Associate Superintendent/Superintendent

Date

rev. 9/21/05