

**DUE 3 WEEKS PRIOR TO TRAVEL**

**AMPHITHEATER PUBLIC SCHOOLS  
STAFF/STUDENT TRAVEL REQUEST**

*Attach supporting documentation as needed*

**REVISED REQUEST**

**THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL**

Date Board Approved 9/11/18

SCHOOL: IRHS

NAME OF SCHOOL GROUP/CLUB/ENTITY: Women's Volleyball Team

STAFF ADVISOR: Bill Lang

STAFF ACCOMPANYING STUDENTS: Bill Lang; Kathy Franklin; Ashleigh Houlton; Chelsea Crane; Cheryl Wojdyla

STAFF ABSENCE: # Days 2 Sub Required:  Yes  No

NAMES OF CHAPERONES: Bill Lang; Kathy Franklin; Ashleigh Houlton; Chelsea Crane; Cheryl Wojdyla

EMERGENCY CONTACT INFORMATION:

Destination: Bill Lang: (520)906-6668

Tucson: Tony Jacobsen: (520)270-1270

ADULT TO STUDENT RATIO: 4:1

PERMISSION FORMS RCVD NO - AIA/Athletic Event

FOR STUDENTS WITH DISABILITIES, CHECK OR LIST NEEDED ACCOMMODATIONS:

- Sign language interpreter  Wheelchair accessible bus or van  
 Specialized assistance  Medical needs \_\_\_\_\_  
 Other \_\_\_\_\_

DESTINATION OF TRAVEL: San Diego and Disneyland, Anaheim, CA

DATES OF TRAVEL: October 4-8, 2018

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Rental vehicles

Name/Telephone Number of Rental Company Enterprise Car Rental/ Tel #(520)498-2306

Personal vehicle(s)

Driver contact information: \_\_\_\_\_

Proof of Insurance enclosed for each vehicle:  yes  no

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

**Revised Budget**

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

	APPROX. COST	BUDGET CODE
Registration	<u>\$600.00</u>	<u>526/850-00-100-1001-280-6892</u>
Transportation	<u>\$1,755.00</u>	<u>526/850-00-100-1001-280-6519</u>
Meals	<u>\$1,500.00</u>	<u>526/850-00-100-1001-280-6892</u>
Lodging	<u>\$5,013.00</u>	<u>526/850-00-100-1001-280-6892</u>
Substitutes	<u>\$ 600.00</u>	<u>530-00-100-3400-280-6113</u>
<b>TOTAL</b>	<b><u>\$9,468.00</u></b>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? \_\_\_\_\_  
IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? **Club funds from fundraising**

COST TO EACH STUDENT \$ 0

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **All team members share the fundraising responsibilities. The coaching staff assists with tax credit donations for all families that need assistance.**

FUNDING SOURCE(S): **Volleyball tax credit monies and club funds**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

**2018 Volleyball Camps; Varsity Team Sponsorships; Tax-Credit Campaign; Cookie-dough fundraiser.**

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

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

Signature

9/20/2018

Date

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

Principal/Supervisor

9/21/18

Date

\_\_\_\_\_  
Associate Superintendent/Superintendent

\_\_\_\_\_  
Date