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): **Dr. Roseanne Lopez**   **Mike Bejarano**   SCHOOL: **District Offices**

_____   _____   Department (opt.): **School Operations**

_____   _____   DATE(S): **July 17 (afternoon)-July 19, 2012**

ACTIVITY/EVENT: **Common Core Institute**

LOCATION: **Salt Lake City, UT**

ABSENCE: # Days **3**   Sub Required: ☐Yes ☒No   # of School Days Missed **0**

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	**990.00**		**140.12.100.2210.515/516.6360**
Transportation	**600.00**	Mode **Air**	**140.12.100.2210.515/516.6582**
Rental Car	**0** ____		
Meals	**246.00**		**140.12.100.2210.515/516.6582**
Lodging	**700.00**		**140.12.100.2210.515/516.6582**
Substitutes	**0** ____		
TOTAL	**2,536.00**		

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

Purpose of travel: **To attend the Common Core Institute sponsored by the School Improvement Network. This institute is designed to assist school leaders in planning and implementing the Common Core.**

Outcomes and academic benefits to students and staff: **The implementation of the Common Core Standards with consistency and careful planning is critical to the success of our students and our district. As leaders at the district level, we will gain insights into the most effective ways to accomplish this task.**

Submitted by: _Roseanne Lopez_   6/19/2012
Signature   Date

Principal/Supervisor _Patrick Nelson_   Date 7-3-12
Associate Superintendent/Superintendent   Date

rev. 9/21/05