

**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): Kerry Marnell _____

SCHOOL: CDO

Department (opt.): IB German

DATE(S): June 15-18, 2016

ACTIVITY/EVENT: IB Language B Generic Training

LOCATION: Albuquerque, New Mexico

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>\$1339.00</u>	<u>140-16-100-2210-510-6360</u>
Transportation	<u>\$ 800.00</u> Mode <u>airline</u>	<u>140-16-100-2210-510-6582</u>
Rental Car	<u>\$ 50.00 Cab</u>	<u>140-16-100-2210-510-6582</u>
Meals	<u>\$ 150.00</u>	<u>140-16-100-2210-510-6582</u>
Lodging	<u>Included</u>	_____
Substitutes	_____	_____
TOTAL	<u>\$2339.00</u>	

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

Purpose of travel: IB Language will prepare the new language teacher to continue to teach the IB German course. This training is a requirement by IB in order to teach and meet the International Baccalaureate Programme requisite.

Outcomes and academic benefits to students and staff: Academic subject depth and preparedness for rigorous student achievement.

Submitted by: Kerry Marnell 2-16-16
Signature Date
Paul Duran 2/17/16
Principal/Supervisor Date
Kevin Nelson 3/1/16
Associate Superintendent/Superintendent Date

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EMPLOYEE(S): Glenda Arffa, Brockton Lange, Julie Ramsey, Corey Smith,

SCHOOL: AHS

Ann Elandt-Goolsby, Ben Bultman, Lisa Millerd, Christopher Boknevitz, Ellis

Department (opt.): AVID

Harper, Doug Woolsey, Matt Haverty, Carrie Hollman, Heather Griffith, Angel Willis,

Megan Wolfel, Eric Rossi, Shawn Smith, Brandon Kuhn, Carrie Bejarano & Jackie Beem

DATE(S): 7/5/16 thru 7/8/16

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: Denver, Colorado

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>\$14,500.00</u>	<u>103.16.100.2210.281.6360</u>
Transportation	<u>\$6,000.00</u> Mode <u>air</u>	<u>103.16.100.2210.281.6582</u>
Rental Car	<u>00.00</u>	<u>NA</u>
Meals	<u>\$4,620.00</u>	<u>103.16.100.2210.281.6582</u>
Lodging	<u>\$9,000.00</u>	<u>103.16.100.2210.281.6582</u>
Substitutes	<u>NA</u>	<u>NA</u>
TOTAL	<u>\$ 34,120.00</u>	

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

Purpose of travel: AVID (Advancement Via Individual Determination) training for our AVID Site TEAM to support the implementation of the program at our site.

Outcomes and academic benefits to students and staff: Training for teachers, counselors and administrators to bring a deeper understanding and implementation of the AVID program to students at AHS; best practices and program mission/vision.

Submitted by: _____

Signature

2/10/16

Date

Principal/Supervisor

2/11/16

Date

Associate Superintendent/Superintendent

3/1/16

Date