

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: **IRHS**

ESTIMATED NUMBER OF STUDENTS: 9

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Yearbook Club**

STAFF ADVISOR(S)/CHAPERONES: **Brad Boe, Erin Merendo**

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Disneyland Leadership Training**

DESTINATION OF TRAVEL: **Disneyland, Anaheim, CA**

DATES OF TRAVEL: **March 18-21, 2019**

ACADEMIC BENEFITS TO STUDENTS: **Students will learn about the Disney way of working. They will practice working as a team and thinking creatively to develop solutions. Exercises designed to reinforce courage, curiosity and constancy aim to give students the confidence to set goals and accomplish their dreams.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other **Enterprise Rentals**

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>\$2,310.00</u>	<u>850-00-100-3400-280-6892</u>
Transportation	<u>\$1,080.00</u>	<u>530-00-100-3400-280-6519</u>
Meals	<u>\$1,500.00</u>	<u>850-00-100-3400-280-6892</u>
Lodging	<u>\$2,860.51</u>	<u>850-00-100-3400-280-6892</u>

Substitutes _____
TOTAL **\$7,750.51**

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

HOW ARE CHAPERONE EXPENSES PAID? Yearbook Club funds

COST TO EACH STUDENT \$ 0


HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Paid by club funds

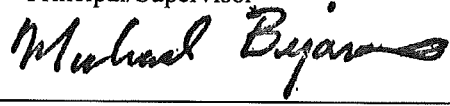
FUNDING SOURCE(S): Yearbook Club funds

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Sale of Senior Tributes in the yearbook

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

SUBMITTED BY:  _____ 2/12/19
Signature Date

APPROVED BY:  _____ 2/12/19
Principal/Supervisor Date

 _____ 2/18/19
Associate Superintendent/Superintendent Date

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 14

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO Band

STAFF ADVISOR(S)/CHAPERONES: Daniel Bitter, Cody Schmidlin, Sheila Sevinsky

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: WGI Power West Regional Competition

DESTINATION OF TRAVEL: Las Vegas, Nevada

DATES OF TRAVEL: March 22-24, 2019

ACADEMIC BENEFITS TO STUDENTS: Authentic performance opportunity and constructive feedback from highly qualified judges in a competitive setting. Students will compete with colorguards from across the nation.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Enterprise Rental

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$900</u>	<u>526-00-100-1001-282-6892</u>
Transportation	<u>\$1000</u>	<u>526-00-100-1001-282-6519</u>
Meals	<u>Self-pay</u>	_____
Lodging	<u>\$1,342.68</u>	<u>526-00-100-1001-282-6892</u>
Substitutes	<u>\$0</u>	_____

TOTAL \$3,242.68

WILL THE DISTRICT RECEIVE REIMBURSEMENT? N/A
IF SO, SOURCE & AMOUNTS: N/A

HOW ARE CHAPERONE EXPENSES PAID? Factored into student cost

COST TO EACH STUDENT \$ 232

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarships and fundraising opportunities

FUNDING SOURCE(S): Community

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Snack Bar employment, Car washes, Percentage nights,

SUBMITTED BY: _____

Signature

2/13/19

Date

APPROVED BY: _____

Principal/Supervisor

Date

Michael Beyans

Associate Superintendent/Superintendent

2/18/19

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): Marcela Arizpuro

SCHOOL: District Offices

Department (opt.): Transportation

DATE(S): 4/22/19-4/26/19

ACTIVITY/EVENT: Advanced Clean Transportation Expo (ACT Expo)

LOCATION: Long Beach Convention Center, Long Beach, CA

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

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>\$425.00</u>	<u>0010010025795286360</u>
Transportation	<u>\$385.00</u> Mode <u>Flight</u>	<u>0010010025795286582</u>
Rental Car	_____	_____
Meals	<u>\$160</u> <u>0010041025795286582</u>	
Lodging	<u>\$1050.00</u>	<u>0010041025795286582</u>
Substitutes	_____	_____
TOTAL	<u>\$2020.00</u>	

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

Purpose of travel: I am serving on a panel focused on transportation education including technology, efficiency, alternative fuels and sustainability.

Outcomes and academic benefits to students and staff: Running a more efficient Transportation Department.

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

Submitted by:

Signature

Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date

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EMPLOYEE(S): Christopher Trimble, Robert Wolf, _____ SCHOOL: Walker
Len Johnson, Gina Graham, _____ Department (opt.): _____
Mallory Anderson, Kayla Holder _____ DATE(S): 7/16/19-7/19/19

ACTIVITY/EVENT: Advancement Via Individual Determination (AVID) Conference

LOCATION: Denver, CO

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

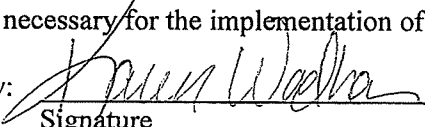
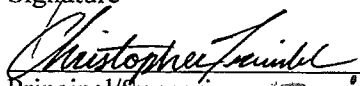
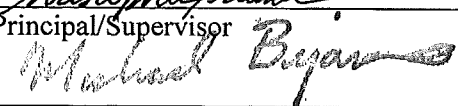
<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$4,950.00</u>	<u>100-19-100-2210-112-6360</u>
Transportation	<u>\$3,161.00</u> Mode <u>air/train</u>	<u>100-19-100-2210-112-6582</u>
Rental Car	_____	_____
Meals	<u>\$1,302.00</u>	<u>100-19-100-2210-112-6582</u>
Lodging	<u>\$4,500.00</u>	<u>100-19-100-2210-112-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$13,913.00</u>	

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

Purpose of travel: Continuing education training for teachers/principal.

Outcomes and academic benefits to students and staff: Increase knowledge for better student achievement.

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

Submitted by:  1-23-19
 Signature Date
 1-23-19
 Principal/Supervisor Date
 2/8/19
 Associate Superintendent/Superintendent Date