

**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: 16

NAME OF SCHOOL GROUP/CLUB/ENTITY: Advanced Journalism and Yearbook

STAFF ADVISOR(S)/CHAPERONES: Doreen Rouille and Ryan Maish

ABSENCE: # Days 4 Sub Required: ☒ Yes ☐ No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Attend the National Journalism Education Association (JEA) Spring 2017 Conference in Seattle, WA, to attend workshops and compete in journalism contests.

DESTINATION OF TRAVEL: Seattle, Washington

DATES OF TRAVEL: April 6-9, 2017

ACADEMIC BENEFITS TO STUDENTS: Students will listen to keynote speakers, who are among the nation's top reporters and newsmakers, and attend relevant sessions where they can learn how to improve skills related to various aspects of journalism. Students will also have the opportunity to network with students serious about pursuing print and online media. Students will learn information and skills they can bring back to the classroom to improve the overall journalistic quality of the school's newspaper and yearbook. Students will also have the opportunity to compete in the National Write Off Competition.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Airplane

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$1,620.00</u>	<u>526/850-00-100-1001-280-6892</u>
Transportation	<u>\$6,897.60</u>	<u>student paid</u>

Meals	<u>\$3,600.00</u>	<u>student paid</u>
Lodging	<u>\$4,200.00</u>	<u>student paid</u>
Substitutes	<u>\$200.00</u>	<u>530-00-100-3400-280-6113</u>
TOTAL	<u>\$16,517.60</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? Club

COST TO EACH STUDENT \$ 800.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Fundraising

FUNDING SOURCE(S): Journalism Club & Yearbook Club

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Chipotle fundraising night

SUBMITTED BY: _____

Signature

 Date

APPROVED BY: _____

Principal/Supervisor

 Date

 Associate Superintendent/Superintendent

 Date

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 10

NAME OF SCHOOL GROUP/CLUB/ENTITY: Academic Decathlon

STAFF ADVISOR(S)/CHAPERONES: Chris and Elethia Yetman

ABSENCE: # Days 8 Sub Required: ☒ Yes ☐ No # of School Days Missed 5

ACTIVITY / EVENT / PURPOSE OF TRAVEL: National Academic Decathlon Finals

DESTINATION OF TRAVEL: Madison, Wisconsin

DATES OF TRAVEL: April 16 - April 23, 2017

ACADEMIC BENEFITS TO STUDENTS: Academic Competitions

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: Pending

☒ Other Rental Vehicles, Airfare

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$500</u>	<u>526-00-100-1001-282-6892</u>
Transportation	<u>\$7000</u>	<u>850/526-00-100-1001-282-6515/6519</u>
Meals	<u>\$4500</u>	<u>850/526-00-100-1001-282-6892</u>
Lodging	<u>\$5000</u>	<u>850/526-00-100-1001-282-6892</u>
Substitutes	<u>\$1000</u>	<u>850/526-00-100-1001-282-6113</u>
TOTAL	<u>\$18,000</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? Yes
IF SO, SOURCE & AMOUNTS: Arizona Academic Decathlon, \$3000

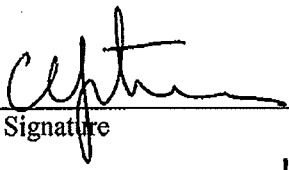
HOW ARE CHAPERONE EXPENSES PAID? Club funds, Tax Credit


COST TO EACH STUDENT \$ 400

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax Credit Funds

FUNDING SOURCE(S): N/A

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Bake Sales, Dine-Out Nights, Etc.

SUBMITTED BY:  1/9/17
Signature Date

APPROVED BY:  1/10/17
Principal/Supervisor Date

 1/17/17
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): Michael Bejarano John Hastings SCHOOL: District Offices

DATE(S): 2/1/17 to 2/3/17

ACTIVITY/EVENT: American Association of School Personnel Administrators Boot Camp

LOCATION: Anaheim, CA

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$650.00</u>	<u>140-17-100-2210-515-6360</u> <u>001-00-100-2579-530-6360</u>
Transportation	<u>\$840.00</u> Mode <u>Air</u>	<u>140-17-100-2210-515-6582</u> <u>001-00-100-2579-530-6582</u>
Rental Car	<u>\$350.00</u>	<u>140-17-100-2210-515-6582</u> <u>001-00-100-2579-530-6582</u>
Meals	<u>\$325.00</u>	<u>140-17-100-2210-515-6582</u> <u>001-00-100-2579-530-6582</u>
Lodging	<u>\$709.04</u>	<u>140-17-100-2210-515-6582</u> <u>001-00-100-2579-530-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$2874.04</u>	

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


Purpose of travel: The Personnel Administrator Boot Camp will provide an opportunity to increase our knowledge in an engaging learning experience designed to cover specific HR topics such as HR law, FMLA, teacher evaluation, technology in recruitment and instructional leadership.

Outcomes and academic benefits to students and staff:
To gain a deeper understanding of these complicated laws and regulations.

Submitted by: Michael Bejarano 1/17/17
Signature Date

Principal/Supervisor

Date



1/17/17

Associate Superintendent/Superintendent

Date

rev. 9/21/05

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

EMPLOYEE(S): Glenda Arffa _____

SCHOOL: AHS

Department (opt.): _____

DATE(S): 2/15/17-2/18/17

ACTIVITY/EVENT: Love and Logic Instructor Training Event

LOCATION: Denver, CO

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No # of School Days Missed 3

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>\$ 395.00</u>		<u>100-17-100-2210-281-6360</u>
Transportation	<u>\$ 395.00</u>	Mode <u>air</u>	<u>100-17-100-2210-281-6582</u>
Rental Car	_____		_____
Meals	<u>\$ 236.00</u>		<u>100-17-100-2210-281-6582</u>
Lodging	<u>\$ 450.00</u>		<u>100-17-100-2210-281-6582</u>
Substitutes	_____		
TOTAL	<u>\$ 1,476.00</u>		

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

Purpose of travel: Love and Logic Instructor Training will provide step-by-step staff development curriculum to train staff practical skills required to succeed in today's stressful situations.

Outcomes and academic benefits to students and staff: Staff will implement practical skills that allow for empathetic responses and logical consequences to students behaviors, keeping the authority and power with the teacher and increasing accountability with difficult students.

Submitted by:

Glenda Arffa
Signature

12.30.16
Date

J. L.
Principal/Supervisor

1/4/17
Date

Kevin Nelson
Associate Superintendent/Superintendent

1/17/17
Date

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EMPLOYEE(S): Sarah Lortie Debbie Melde

SCHOOL: AMS

Department (opt.): _____

DATE(S): April 5-8, 2017

ACTIVITY/EVENT: National Council of Teachers of Mathematics Annual Meeting

LOCATION: San Antonio, TX

ABSENCE: # Days 4 Sub Required: ☒ Yes ☐ No # of School Days Missed 3

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>\$770.00</u>	<u>100-17-100-2210-166-6360</u>
Transportation	<u>\$900.00</u> Mode <u>air/taxi</u>	<u>100-17-100-2210-166-6582</u>
Rental Car	_____	_____
Meals	<u>\$432.00</u>	<u>100-17-100-2210-166-6582</u>
Lodging	<u>\$840.00</u>	<u>100-17-100-2210-166-6582</u>
Substitutes	<u>\$600.00</u>	<u>100-17-100-2210-166-6113</u>
TOTAL	<u>\$3,542.00</u>	

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

Purpose of travel: To attend National Council of Teachers of Mathematics Annual Meeting.

Outcomes and academic benefits to students and staff: Information gained will assist in providing a wider knowledge base and direction for educational change and challenge.

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

Submitted by:

Signature



Principal/Supervisor

Date

1/10/17

Date



Associate Superintendent/Supintendent

1/17/17

Date

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EMPLOYEE(S): Stephen Rothkopf _____

SCHOOL: CDO

Department (opt.): IB

DATE(S): July 20-23, 2017

ACTIVITY/EVENT: IB Coordinator Global Conference

LOCATION: Orlando, FL

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>\$995.00</u>	<u>140-17-100-2210-510-6360</u>
Transportation	<u>\$ 600.00</u> Mode <u>airline</u>	<u>140-17-100-2210-510-6582</u>
Rental Car	<u>\$ 100.00 (shuttle)</u>	<u>140-17-100-2210-510-6582</u>
Meals	<u>\$196.00</u>	<u>140-17-100-2210-510-6582</u>
Lodging	<u>\$600.00</u>	<u>140-17-100-2210-510-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$2491.00</u>	

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

Purpose of travel: The purpose for this training is to further ensure IB programme requirements are addressed in the upcoming five year evaluation.

Outcomes and academic benefits to students and staff: Academic benefits for students to become successful in meeting the IB Benchmarks and increasing ability for students to receive the IB diploma.

Submitted by: _____

Signature

Principal/Supervisor

Associate Superintendent/Superintendent

Date

Date

Date