

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: CDO

ESTIMATED NUMBER OF STUDENTS: 2

NAME OF SCHOOL GROUP/CLUB/ENTITY: HOSA - Bioscience

STAFF ADVISOR(S)/CHAPERONES: Carolyn Zeiher

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: HOSA International Leadership Conference

DESTINATION OF TRAVEL: Dallas, TX

DATES OF TRAVEL: June 26 - July 1, 2018

ACADEMIC BENEFITS TO STUDENTS: Students have the opportunity to participate in competitions associated with subjects in the medical field at a national level.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Air transportation

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>\$315.00</u>	<u>260-18-312-2190-282-6892</u>
Transportation	<u>\$561.39</u> <u>\$922.78</u>	<u>260-18-460-2710-282-6519</u> <u>596-18-460-2710-282-6519</u>
Meals	<u>\$293.25</u>	<u>260-18-312-2190-282-6582</u>
Lodging	<u>\$1,073.80</u> <u>\$1,073.80</u>	<u>260-18-312-2190-282-6582</u> <u>526-850-00-100-1001-282-6892</u>
Substitutes	_____	_____

TOTAL

\$4,240.02

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

HOW ARE CHAPERONE EXPENSES PAID? **CTE**

COST TO EACH STUDENT \$ **Cost for meals and sightseeing**

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

FUNDING SOURCE(S): **CTE, club funds, tax credits**

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Club has sold water all year and boo grams for this event.

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

SUBMITTED BY: *Carlynn Zeller* *5/16/18*
Signature Date

APPROVED BY: *Tara Brulighs* _____
Principal/Supervisor Date

Don Peterson *6/1/18*
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): Mandi Cordell

SCHOOL: Innovation Academy

Department (opt.): School Operations

DATE(S): June 24-26, 2018

ACTIVITY/EVENT: Project Lead the Way Training (PLTW)

LOCATION: University of Texas in Tyler, TX

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

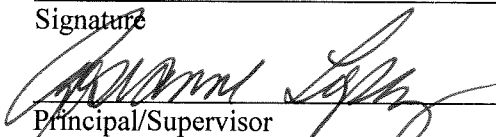
<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	\$ <u>700.00</u>	<u>140-18-100-2210-514-6360</u>
Transportation	\$ <u>650.00</u> Mode _____	<u>140-18-100-2210-514-6582</u>
Rental Car	\$ <u>208.00</u>	<u>140-18-100-2210-514-6582</u>
Meals	\$ <u>80.50</u>	<u>140-18-100-2210-514-6582</u>
Lodging	\$ <u>224.00</u>	<u>140-18-100-2210-514-6582</u>
Substitutes	\$	
TOTAL	\$ <u>1,862.50</u>	

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


Purpose of travel: PLTW 2018 Core Training

Outcomes and academic benefits to students and staff: This training was originally scheduled for June 3-5, 2018 in Las Cruces, NM. It was cancelled due to low enrollment. This is a training session for teachers who teach the STEM engineering class. The training is a required component in order to use the PLTW curriculum.

Submitted by:

Signature _____

 Principal/Supervisor

_____ Date
5/30/2018
 _____ Date

_____ Date

 Associate Superintendent/Supervisor

_____ Date
6/1/18
 _____ Date

**AMPHITHEATER PUBLIC SCHOOLS
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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): Laurie Celaya

SCHOOL: District Offices

Department (opt.): School Operations

DATE(S): 7/8/18-7/12/18

ACTIVITY/EVENT: Project Lead the Way Core Training - Energy and the Environment

LOCATION: San José, California

ABSENCE: # Days 5 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>\$750.00</u>	<u>140.18.100.2210.515.6360</u>
Transportation	<u>\$358.60</u> Mode: <u>air and cab</u>	<u>140.18.100.2210.515.6582</u>
Rental Car	_____	_____
Meals	<u>\$106.25</u>	<u>140.18.100.2210.515.6582</u>
Lodging	<u>\$390.00</u>	<u>140.18.100.2210.515.6582</u>
Substitutes	_____	_____
TOTAL	<u>\$1,604.85</u>	

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

Purpose of travel: To attend the Core Training – Energy and the Environment

Outcomes and academic benefits to students and staff: To prepare teachers with the skills and tools they need to engage, inspire, and empower students.

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

Submitted by: _____
Signature Date

Principal/Supervisor Date

Laurie Celaya
Associate Superintendent/Supervisor Date 6/4/18

**AMPHITHEATER PUBLIC SCHOOLS
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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): Zakary Pearsall _____

SCHOOL: AHS
 Department (opt.): _____
 DATE(S): 6/18/18-6/22/18

ACTIVITY/EVENT: AP Summer Institute, U of L

LOCATION: University of Louisville, 2301 S. 3rd Street, Louisville KY 40292

ABSENCE: # Days 5 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>645.00</u>	<u>001.00.100.2210.281.6360</u>
Transportation	<u>0.00</u> Mode _____	_____
Rental Car	_____	_____
Meals	<u>104.00</u>	<u>001.00.100.2210.281.6582</u>
Lodging	_____	_____
Substitutes	_____	_____
TOTAL	<u>749.00</u>	

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

Purpose of travel: Training and networking for AP U.S. History.

Outcomes and academic benefits to students and staff: This conference will provide a new vision for the program, how it is used in conjunction with other classes, and how to best reach/teach our students in the given program.

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

Submitted by: J L 6/4/18
 Signature Date
J L 6/5/18
 Principal/Supervisor Date
Maria Pearsall 6/5/18
 Associate Superintendent/Superintendent Date