

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): Bob Hehli Shari Lossou-Lossavi SCHOOL: Nash
Lupita Valenzuela Flor Lopez Department (opt.): _____
Diane Martinez _____ DATE(S): July 29-August 2, 2012

ACTIVITY/EVENT: AVID Training

LOCATION: Philadelphia, Pennsylvania

ABSENCE: # Days 5 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

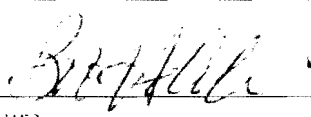
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

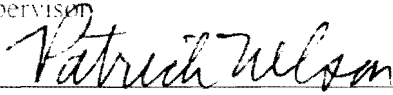
	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$3,345</u>	<u>140-12-100-2210-510-6360</u>
Transportation	<u>\$3,350</u> Mode <u>Air</u>	<u>140-12-100-2210-510-6582</u>
Rental Car	<u>\$410</u>	<u>140-12-100-2210-510-6582</u>
Meals	<u>\$1,475</u>	<u>140-12-100-2210-510-6582</u>
Lodging	<u>\$2,148</u>	<u>140-12-100-2210-510-6582</u>
Substitutes	<u> </u>	
TOTAL	<u>\$10,728</u>	

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

Purpose of travel: This is initial training for AVID Elementary.

Outcomes and academic benefits to students and staff: AVID Elementary aligns with the AVID work that our feeder pattern middle school, La Cima, and the other feeder pattern school, Walker, are working with to increase our students abilities in college readiness. AVID also aligns directly with our No Excuses University work and school improvement in getting our students academically prepared for college and the workplace.

Submitted by:  5-31-12
Signature Date

Principal/Supervisor _____ Date _____
 6-4-12
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): Cris Cisco
Julie Valenzuela

SCHOOL: CDO
Department (opt.): International Baccalaureate
DATE(S): July 2-6, 2012

ACTIVITY/EVENT: International Baccalaureate Training

LOCATION: Montezuma, New Mexico

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>\$ 2,498.00</u>	<u>140-12-100-2210-510-6360</u>
Transportation	<u>\$ 1,200.00</u> Mode <u>car</u>	<u>140-12-100-2210-510-6582</u>
Rental Car	<u>\$ 0</u>	_____
Meals	<u>\$ 150.00</u>	<u>140-12-100-2210-510-6582</u>
Lodging	<u>\$ 0</u>	_____
Substitutes	<u>\$ 0</u>	_____
TOTAL	<u>\$ 3,848.00</u>	

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

Purpose of travel: Staff will receive training to become a fully certified International Baccalaureate coordinators

Outcomes and academic benefits to students and staff: Staff will be able to work in Canyon del Oro's International Baccalaureate Programme as the IB Coordinators.

Submitted by: _____

Signature

6/3/2012

Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date

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): Jill MenaughSCHOOL: AHS

Department (opt.): _____

DATE(S): 6/17/12-6/20/12ACTIVITY/EVENT: Link Crew Basic TrainingLOCATION: Temecula, CaliforniaABSENCE: # 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>2,295 (includes lodging & meals)</u>	<u>100.12.100.2210.281.6360</u>
Transportation	Mode	
Rental Car	<u>600</u>	<u>100.12.100.2210.281.6582</u>
Meals	<u>50 (during travel)</u>	<u>100.12.100.2210.281.6582</u>
Lodging	<u>included with registration</u>	_____
Substitutes		
TOTAL	<u>\$2945</u>	

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

Purpose of travel:

The Link Crew coordinator at Amphi High School needs to attend this training in order to teach a recognized Link Crew program. Link Crew has been in place for several years and in order to keep the program in place we need to have the new teacher trained through the Link Crew program.

Outcomes and academic benefits to students and staff:

This is a three day intensive training designed to prepare the Link Crew Coordinator to implement the Link Crew program curriculum. At this training the coordinator will receive step by step instructions on how to implement the Link Crew program. The coordinator will return with the tools, strategies, and support needed to effectively implement the Link Crew program at AHS.

Submitted by:

Signature

Date

Jon Lansen
Principal/Superintendent

6/4/12
Date

Kathleen Nelson
Associate Superintendent/Superintendent

6-4-12
Date