

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: AMS

ESTIMATED NUMBER OF STUDENTS: 40

NAME OF SCHOOL GROUP/CLUB/ENTITY: Science Club

STAFF ADVISOR(S)/CHAPERONES: Sarah Lortie, Lindsay Callison, Christy Combs, Shannon Langley, Phil Tilicki

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Trip to Anaheim, CA to participate in two guided science programs.

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: April 25-27, 2018

ACADEMIC BENEFITS TO STUDENTS: Students will participate in two guided science programs supporting 8<sup>th</sup> grade curriculum. Topics include Newton's Laws of motion, and energy and waves. Students will also compete to earn the most points for their team by answering questions about the content after the programs and accomplishing different tasks.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: \_\_\_\_\_

Other Charter Bus (Beeline)

Are expenses paid from any of the following accounts? Auxiliary  Tax Credits  Club Funds Science Club  
Parent Organization \_\_\_\_\_

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	<u>\$9,320</u>	<u>850/525/526-00-100-1001-166-6892</u>
Transportation	<u>\$3,300</u>	<u>850/525/526-00-410-2710-166-6519</u>
Meals	<u>\$2,400</u>	<u>850/525/526-00-100-1001-166-6892</u>
Lodging	<u>\$3,056</u>	<u>850/525/526-00-100-1001-166-6892</u>

Substitutes \$1,320

850/525/-00-100-1001-166-6113

TOTAL \$19,396

WILL THE DISTRICT RECEIVE REIMBURSEMENT? Yes

IF SO, SOURCE & AMOUNTS: student tuition and tax credit donations

HOW ARE CHAPERONE EXPENSES PAID? included in student cost

COST TO EACH STUDENT \$ 450

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarships are made available to students who need them.

FUNDING SOURCE(S): Tax credit donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Candy cane sales before Winter Break

SUBMITTED BY: Sarah Fortie  
Signature

9/20/17  
Date

APPROVED BY: De Muro  
Principal/Supervisor

9-20-17  
Date

Maria Hill  
Associate Superintendent/Supintendent

9/27/17  
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): Michelle Tong -  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL: District Offices

Department (opt.): Legal

DATE(S): 10/18/17 - 10/21/17

ACTIVITY/EVENT: National School Boards Association School Law Practice Seminar

LOCATION: Chicago IL

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

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</u>	<u>001 00 100 2579 505 6360</u>
Transportation	<u>\$614</u> Mode <u>air/taxi</u>	<u>001 00 100 2321 505 6582</u>
Rental Car	_____	_____
Meals	<u>160.25</u>	<u>001 00 100 2321 505 6582</u>
Lodging	<u>\$1123.52</u>	<u>001 00 100 2321 505 6582</u>
Substitutes	<u>n/a</u> _____	
TOTAL	<u>\$2647.77</u>	

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

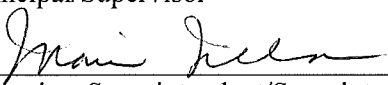
Purpose of travel: This conference provides the latest information, strategies and guidance on the practice of School Law.

Outcomes and academic benefits to students and staff: The training will benefit the District, together with its students and staff, by providing training on recent amendments to federal laws affecting student education and rights.

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

Submitted by:   
Signature

9/26/17  
Date

\_\_\_\_\_  
Principal/Supervisor  
  
Associate Superintendent/Supervisor

\_\_\_\_\_  
Date  
5/27/17  
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): Carla Garcia Katherine Engel

SCHOOL: AHS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department (opt.): ELD

DATE(S): October 25-27, 2017

ACTIVITY/EVENT: SEL In Action 2017

LOCATION: Santa Ana Pueblo, New Mexico

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>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>0</u>	<u>direct payment: NoVo Found. Grant Award</u>
Transportation	<u>0</u> Mode <u>Air</u>	<u>direct payment: NoVo Found. Grant Award</u>
Rental Car	<u>n/a</u> _____	
Meals	<u>0</u> _____	<u>direct payment: NoVo Found. Grant Award</u>
Lodging	<u>0</u> _____	<u>direct payment: NoVo Found. Grant Award</u>
Substitutes	<u>\$720.00</u>	<u>530-51-100-1001-281 6113(EF-18-KE)</u>
TOTAL	<u>\$720.00</u>	

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

Purpose of travel: Professional Development for teachers in the area of social and emotional development.

Outcomes and academic benefits to students and staff: Educators will share and learn about current practices in the field of social and emotional learning. Participants will develop a common understanding of nationwide best practices to implement and adapt new ideas.

Submitted by: K Engel 9/10/2017  
 Signature Date  
Glendas Auffa 9-8-17  
 Principal/Supervisor Date  
Mani Nelson 8/27/17  
 Associate Superintendent/Supervisor 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): Devahi Balachandran \_\_\_\_\_  
 \_\_\_\_\_ Julie Kasper \_\_\_\_\_  
 \_\_\_\_\_ \_\_\_\_\_

SCHOOL: AHS  
 Department (opt.): ELD  
 DATE(S): October 25-27, 2017

ACTIVITY/EVENT: SEL In Action 2017  
 LOCATION: Santa Ana Pueblo, New Mexico

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


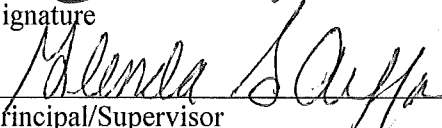
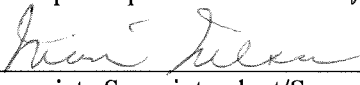
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>0</u>		<u>←direct payment: NoVo Found. Grant Award</u>
Transportation	<u>0</u>	Mode <u>Air</u>	<u>direct payment: NoVo Found. Grant Award</u>
Rental Car	<u>n/a</u> _____		
Meals	<u>0</u> _____		<u>direct payment: NoVo Found. Grant Award</u>
Lodging	<u>0</u> _____		<u>direct payment: NoVo Found. Grant Award</u>
Substitutes	<u>\$360.00</u>		<u>530-51-100-1001-281 6113(EF-18-DS)</u>
<b>TOTAL</b>	<b><u>\$360.00</u></b>		

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

Purpose of travel: Professional Development for teachers in the area of social and emotional development.

Outcomes and academic benefits to students and staff: Educators will share and learn about current practices in the field of social and emotional learning. Participants will develop a common understanding of nationwide best practices to implement and adapt new ideas.

Submitted by:  9/8/17  
 Signature Date  
 9/8/17  
 Principal/Supervisor Date  
 9/27/17  
 Associate Superintendent/Superintendent Date