



GOVERNING BOARD AGENDA ITEM AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: April 8, 2025

TITLE: Approval of Out of State Travel

BACKGROUND:

STAFF

Kim Moran requests permission to attend UDL-CON International 2025 Innovating for Education on July 21-23, 2025 in Washington, D.C. Approximate cost of travel is \$3,545.00 and will be paid using Title II funds. No school days will be missed, and no substitutes are required.

Todd Jaeger requests permission to attend Odyssey of the Mind World Finals on May 21-25, 2025 in Lansing, Michigan. Approximate cost of travel is \$2,461.00 and will be paid using Maintenance and Operation funds. One school day will be missed, and no substitutes are required.

Tiffany Bucciarelli-Fay requests permission to attend 2025 National Community Schools and Family Engagement Conference on May 28-30, 2025 in Minneapolis, Minnesota. Approximate cost of travel is \$2,431.00 and will be paid using Preschool funds. No school days will be missed, and no substitutes are required.

STUDENTS

Amanda Campion, Scott Weiler, Beck Frederickson, Cori Friezen, Robert Wacker, and Heather Poyas request permission to take 31 Cross Odyssey of the Mind students to Odyssey of the Mind World Finals on May 20-25, 2025 in Lansing Michigan. Approximate cost of travel is \$43,500 and will be paid using Tax Credit funds. Two school days will be missed, and no substitutes are required.

Erik Wolf, Zane Miller, Cyndi Carr, Stephanie Gandolph, and Pamela Allsup request permission to take 25 Ironwood Ridge Model United Nations students to Rosary Academy's Model United Nations Conference on April 10-13, 2025 in Fullerton, California. Approximate cost of travel is \$15,440 and will be paid using Student Activities and Tax Credit funds. Two school days will be missed, and substitutes are required.

Monica Ortiz requests permission to take 3 Amphi HOSA students to HOSA International Leadership Conference on June 18-22, 2025 in Nashville, Tennessee. Approximate cost of travel is \$8,613.44 and will be paid using Tax Credit, Student Activities, and JTED funds. No school days will be missed, and no substitutes required.

Heidy Quill, Ann Meulemans and Nina Brown request permission to take 7 Painted Sky Odyssey of the Mind students to World Finals on May 21-25, 2025 in Lansing, Michigan. Approximate cost of travel is \$15,307.61 and will be paid using Tax Credit, Gifts and Donations, Auxiliary and Maintenance and Operations funds. One school day will be missed and no substitutes are required.

BUDGET CODE KEY		
140.25.100.2579.6360.510.0000	Title II	Training Non-Instructional, Employee Training, Office of Learning and Instruction
140.25.100.2579.6582.510.0000	Title II	Training Non-Instructional, Employee Travel, Office of Learning and Instruction
001.00.100.2320.6582.501.0000	M & O	Executive Administration, Employee Travel, Superintendent
955.00.900.3320.6360.510.0000	Preschool	Community Schools, Employee Training, Office of Learning and Instruction
955.00.900.3320.6582.510.0000	Preschool	Community Schools, Employee Travel, Office of Learning and Instruction
526.00.610.1001.6892.167.0000	Tax Credit	Classroom Instruction, Student Expenses, Cross
526.00.410.2710.6519.167.0000	Tax Credit	Student Transportation, Student Travel, Cross
850.00.610.1001.6892.280.0000	Student Activities	Classroom Instruction, Student Expenses, IRHS
526.00.610.1001.6892.280.0000	Tax Credit	Classroom Instruction, Student Expenses, IRHS
850.00.410.2710.6519.280.0000	Student Activities	Student Transportation, Student Travel, IRHS
526.00.410.2710.6519.280.0000	Tax Credit	Student Transportation, Student Travel, IRHS
850.00.610.2190.6892.280.0000	Student Activities	Student Support Services, Student Expenses, IRHS
526.00.610.2190.6892.280.0000	Tax Credit	Student Support Services, Student Expenses, IRHS
850.00.610.1001.6105.280.0000	Student Activities	Classroom Instruction, Substitutes, IRHS
526.00.610.1001.6892.281.0000	Tax Credit	Classroom Instruction, Student Expenses, AHS
850.00.610.1001.6892.281.0000	Student Activities	Classroom Instruction, Student Expenses, AHS
596.00.362.2190.6892.281.0000	JTED	Student Support Services, Student Expenses, AHS
526.00.610.1001.6892.114.0000	Tax Credit	Classroom Instruction, Student Expenses, Painted Sky
530.00.610.1001.6892.114.0000	G & D	Classroom Instruction, Student Expenses, Painted Sky
526.00.610.2190.6892.114.0000	Tax Credit	Student Support Services, Student Expenses, Painted Sky
525.00.610.2190.6892.114.0000	Auxiliary	Student Support Services, Student Expenses, Painted Sky
526.00.410.2710.6519.114.0000	Tax Credit	Student Transportation, Student Travel, Painted Sky
525.00.410.2710.6519.114.0000	Auxiliary	Student Transportation, Student Travel, Painted Sky
530.00.410.2710.6519.114.0000	G & D	Student Transportation, Student Travel, Painted Sky
001.00.610.2190.6892.114.0000	M & O	Student Support Services, Student Expenses, Painted Sky

RECOMMENDATION:

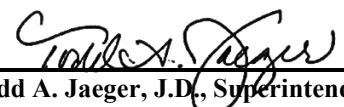
It is the recommendation of the administration that the above travel be approved.

INITIATED BY:



Matthew Munger
Associate Superintendent for Secondary Education

Date: April 7, 2025


Todd A. Jaeger, J.D., Superintendent

**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): Kim Moran

SCHOOL: Wetmore

Department (opt.): Student Services

DATE(S): July 21-23, 2025

ACTIVITY/EVENT: UDL-CON: International 2025 – Innovating for Education

LOCATION: Washington, DC

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

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>\$ 799.00</u>		<u>140.25.100.2579.6360.510.0000</u>
Transportation	<u>\$1,000.00</u>	Mode <u>air</u>	<u>140.25.100.2579.6582.510.0000</u>
Rental Car	_____		_____
Meals	<u>\$ 246.00</u>		<u>140.25.100.2579.6582.510.0000</u>
Lodging	<u>\$1,500.00</u>		<u>140.25.100.2579.6582.510.0000</u>
Substitutes	_____		
TOTAL	<u>\$3,545.00</u>		

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

* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel:

To attend the UDL International Conference as part of our district's three-year rollout of Universal Design for Learning (UDL). This travel supports the district's strategic commitment to building inclusive instructional practices, expanding co-teaching models, and ensuring all educators are equipped to design for learner variability. Participation will inform ongoing professional development and help align site-based implementation with districtwide goals.

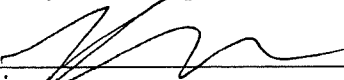
Outcomes and academic benefits to students and staff:

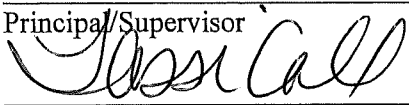
The conference will provide access to national experts, cutting-edge research, and practical tools for designing inclusive, flexible learning environments. I will return with a plethora of resources to support co-teaching teams, integrate UDL across content areas, and strengthen student engagement, particularly for students with diverse learning needs. My learning will directly benefit academic achievement by improving our professional development for all staff focusing on UDL instructional planning, assessment strategies, and personalized supports aligned to district initiatives.

Identify which characteristics of the Portrait of Graduate are specifically related to this request:

<input checked="" type="checkbox"/> Caring	<input checked="" type="checkbox"/> Citizenship	<input checked="" type="checkbox"/> Collaboration
<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Creative Thinking	<input checked="" type="checkbox"/> Critical Thinking
<input checked="" type="checkbox"/> Problem-Solving	<input checked="" type="checkbox"/> Scholarship	

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

Submitted by:  3-24-25
Signature Date

Principal/Supervisor Date
 3/25/25
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): Todd Jaeger _____

SCHOOL: District Offices

Department (opt.): Superintendent's Office

DATE(S): 5/21/25-5/25/25

ACTIVITY/EVENT: Odyssey of the Mind World Finals

LOCATION: Lansing, MI

ABSENCE: # Days 5 Sub Required: ☐ Yes ☒ No

of School Days Missed 1

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 _____

Transportation \$1100.00

Mode air

001.00.100.2320.6582.501.0000

Rental Car \$250.00

001.00.100.2320.6582.501.0000

Meals \$261.00

001.00.100.2579.6582.501.0000

Lodging \$850.00

001.00.100.2579.6582.501.0000

Substitutes _____

TOTAL \$2461.00

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

* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel: Attend the OM World Finals

Outcomes and academic benefits to students and staff: The purpose is to support the District teams competing in the OM World Finals. Odyssey of the Mind is an academic competition with robust participation in the district.

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

☒ Academic Content

☐ Caring

☐ Citizenship

☐ Collaboration

☐ Communication

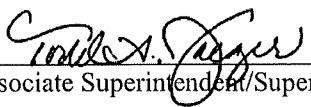
☒ Creative Thinking

☒ Critical Thinking

☒ Problem-Solving

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

Submitted by:



Associate Superintendent/Superintendent

3/31/25
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): Tiffany Bucciarelli-Fay _____

SCHOOL: _____

Department (opt.): Preschool

DATE(S): May 28-30, 2025

ACTIVITY/EVENT: 2025 National Community Schools and Family Engagement Conference

LOCATION: Minneapolis Convention Center, 1301 2nd Ave South, Minneapolis, MN

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

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>835.00</u>		<u>955.00.900.3320.6360.510.0000</u>
Transportation	\$ <u>900.00</u>	Mode <u>air</u>	<u>955.00.900.3320.6582.510.0000</u>
Meals	\$ <u>246.00</u>		<u>955.00.900.3320.6582.510.0000</u>
Lodging	\$ <u>450.00</u>		<u>955.00.900.3320.6582.510.0000</u>
TOTAL	\$ <u>2,431.00</u>		

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

* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel: Receive training to be in compliance with local, state, and federal grants for ECHO/ECHO Family Resource Center.

Outcomes and academic benefits to students and staff: Collaboration with ongoing partners that give support and services to these programs. Be informed of new funding sources.

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

<input checked="" type="checkbox"/> Caring	<input checked="" type="checkbox"/> Citizenship	<input checked="" type="checkbox"/> Collaboration
<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Creative Thinking	<input checked="" type="checkbox"/> Critical Thinking
<input checked="" type="checkbox"/> Problem-Solving	<input checked="" type="checkbox"/> Scholarship	

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

Submitted by: Mary Thatcher 4/4/25
Signature Date

[Signature] 4/7/25
Principal/Supervisor Date

[Signature] 4/7/25
Associate Superintendent/Superintendent Date

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: Cross Middle School

ESTIMATED NUMBER OF STUDENTS: 31

NAME OF SCHOOL GROUP/CLUB/ENTITY: Odyssey of the Mind

STAFF ADVISOR(S)/CHAPERONES: Amanda Campion, Scott Weiler, Becky Frederickson, Cori Friezen,
Robert Wacker, Heather Poyas

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: World Finals Competition for Odyssey of the Mind

DESTINATION OF TRAVEL: Michigan State University Lansing, Michigan

DATES OF TRAVEL: 5/20/25-5/25/25

ACADEMIC BENEFITS TO STUDENTS: Students engage in creative problem solving that incorporates
physics, fine arts, literature, mechanics, construction, communication, collaboration, and presentation
skills. Many of the skills learned and used are transferable to other domains and all are aligned with the
portrait of a graduate.

Identify which characteristics of the Portrait of Graduate are specifically related to this event.

X	Academic Content	X	Caring	X	Citizenship
X	Collaboration	X	Communication	X	Creative Thinking
X	Critical Thinking	X	Problem-Solving		

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Domestic airline travel and rental vans

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	\$24,000	<u>526.00.610.1001.6892.167.0000</u>
	<u>\$16,000 Flight</u>	526.00.410.2710.6519.167.0000
Transportation	<u>\$2,500 Rental Vans</u>	526.00.410.2710.6519.167.0000
	<u>Included in Registration</u>	
Meals		
	<u>Included in Registration</u>	
Lodging		
Substitutes	<u>N/A</u>	
TOTAL	<u>\$43,500</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: _____

* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? Through self pay and club money

COST TO EACH STUDENT \$ \$1450.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax credit, club fundraising

FUNDING SOURCE(S): Tax credit, request to Amphi foundation, request to site council

FUNDRAISING ACTIVITIES PLANNED (If applicable): Fall Festival Events, OM Golf Tournament, Tax Credit

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

SUBMITTED BY: _____
Signature

3-28-25
Date

APPROVED BY: _____
Principal/Supervisor

3-28-25
Date

Associate Superintendent/Superintendent

3/31/25
Date

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: 25

NAME OF SCHOOL GROUP/CLUB/ENTITY: Ironwood Ridge Model United Nations

STAFF ADVISOR(S)/CHAPERONES: IRMUN Sponsor: Erik Wolf; additional staff chaperone: Zane Miller; parent chaperones: Cyndi Carr, Stephanie Gandolph, and Pamela Allsup

ABSENCE: # Days 4 Sub Required: X Yes ☐ No # of School Days Missed Two for each staff member.

ACTIVITY / EVENT / PURPOSE OF TRAVEL: RAMUN

DESTINATION OF TRAVEL: FULLERTON, CALIFORNIA

DATES OF TRAVEL: 4/10/25 – 4/13/25 (Early morning bus departure on the 10th and a return late night /early morning of 12th/13th)

ACADEMIC BENEFITS TO STUDENTS: : Model United Nations is an opportunity for students to debate real-world issues with others from all over the country and occasionally, other nations. They have to research extensively so as to properly represent their assigned country as an UN ambassador and then take part in writing all-encompassing resolutions to problems that plague the international community.

Identify which characteristics of the Portrait of Graduate are specifically related to this event.

x	Academic Content	x	Caring	x	Citizenship
x	Collaboration	x	Communication	x	Creative Thinking
x	Critical Thinking	x	Problem-Solving		

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

x Other Charter Bus

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>\$660.00</u>	850/ <u>526-00-610.1001.6892.280.0000</u>
Transportation	<u>\$6,000.00</u>	850/ <u>526-00-410-2710-6519-280-0000</u>
Meals	<u>\$2,000.00</u>	850/ <u>526-00-610-2190-6892-280-0000</u>
Lodging	<u>\$6,000.00</u>	850/ <u>526-00-610-2190-6892-280-0000</u>
Substitutes	<u>\$780.00</u>	850-00-610-1001-6105-280-0000
TOTAL	<u>\$15,440.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **None needed.**

IF SO, SOURCE & AMOUNTS: **N/A**

* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? **Tax credits; chaperones can also contribute to the fundraising efforts for the event which will be deposited in the club account.**

COST TO EACH STUDENT \$ **0**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **There will be extensive fundraising opportunities after the trip is approved. Additionally, students will be encouraged to seek out tax credits from family and friends. Those who are more fortunate will likely contribute more to compensate for those who are less fortunate. Even so, there will be ample opportunities for those who struggle financially to help fundraise for his/her respective portion.**

FUNDING SOURCE(S): **Club funds and tax credits.**

FUNDRAISING ACTIVITIES PLANNED (If applicable):


Car washes, movie night, and restaurant nights to name a few.

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

rev. 6.1.2022

SUBMITTED BY:  4/3/25
Signature Date

APPROVED BY:  4-3-25
Principal/Supervisor Date

 4/3/2025
Associate Superintendent/Superintendent Date

**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: AHS

ESTIMATED NUMBER OF STUDENTS: 3

NAME OF SCHOOL GROUP/CLUB/ENTITY: Amphi HOSA

STAFF ADVISOR(S)/CHAPERONES: Monica Ortiz

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

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

DESTINATION OF TRAVEL: Nashville, Tennessee- Gaylord Opryland Convention Center: 2800 Opryland
Dr, Nashville, TN 37214

DATES OF TRAVEL: June 18-22, 2025

ACADEMIC BENEFITS TO STUDENTS: Compete in creative problem solving related to healthcare issue

Identify which characteristics of the Portrait of Graduate are specifically related to this event.

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Academic Content | <input type="checkbox"/> Caring | <input type="checkbox"/> Citizenship |
| <input checked="" type="checkbox"/> Collaboration | <input checked="" type="checkbox"/> Communication | <input checked="" type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input checked="" type="checkbox"/> Problem-Solving | |

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Flights + ride share platform (uber, taxi, etc). due to being out of state

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
	<u>\$450.00</u>	<u>526/850.00.610.1001.6892.281.0000</u>
Registration	<u>\$150.00</u>	<u>596.00.362.2190.6892.281.0000</u>
	<u>\$2,719.08 (flight)</u>	<u>526/850.00.610.2190.6892.281.0000</u>
Transportation	<u>\$906.36 (flight)</u>	<u>596.00.362.2190.6892.281.0000</u>
	<u>\$400.00 (Uber/taxi)</u>	<u>526/850.00.610.2190.6892.281.0000</u>
	<u>\$1,188.00</u>	<u>526/850.00.610.2190.6892.281.0000</u>
Meals	<u>\$400.00</u>	<u>596.00.362.2190.6892.281.0000</u>
	<u>\$1,200.00</u>	<u>526/850.00.610.2190.6892.281.0000</u>
Lodging	<u>\$1,200.00</u>	<u>596.00.362.2190.6892.281.0000</u>
Substitutes	<u>N/A</u>	<u>_____</u>
TOTAL	<u>\$8,613.44</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: _____

**** PO must be submitted and approved *prior* to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? CTE

COST TO EACH STUDENT \$ 0

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Fees for students paid through club and tax credit

FUNDING SOURCE(S): HOSA tax credit, Sports Med Tax Credit, HOSA Club Account. CTE for advisor fees

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Percentage day at Barnes and Noble, Snack Bars, donation only fundraiser

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

SUBMITTED BY: _____

Signature

4/3/25

Date

APPROVED BY: _____

Principal/Supervisor

4/4/25

Date

Associate Superintendent/Superintendent

Date

**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: Painted Sky Elementary

ESTIMATED NUMBER OF STUDENTS: 7

NAME OF SCHOOL GROUP/CLUB/ENTITY: Odyssey of the Mind

STAFF ADVISOR(S)/CHAPERONES: Heidy Quill, Ann Meulemans, Nina Brown

ABSENCE: # Days 1 Sub Required: ☐ Yes ☒ No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Odyssey of the Mind World Competition

DESTINATION OF TRAVEL: Michigan State University - East Lansing, MI

DATES OF TRAVEL: 5/21/25-5/25/25

ACADEMIC BENEFITS TO STUDENTS: Students will be competing to solve a problem.

They will use effective communication, creative thinking and critical thinking

in order to solve the problem.

Identify which characteristics of the Portrait of Graduate are specifically related to this event.

☒ Academic Content
☒ Collaboration
☒ Critical Thinking

☒ Caring
☒ Communication
☒ Problem-Solving

☒ Citizenship
☒ Creative Thinking
☐

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles Transportation approval: _____

☒ Other Air Travel & Car Rental

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	\$7,850.00***	526.00.610.1001.6892.114.0000
		530.00.610.1001.6892.114.0000
		PTO
Transportation	\$7,023.80	526/525.00.610.2190.6892.114.0000
	\$433.81/Car Rental	526/525.00.410.2710.6519.114.0000
		530.00.410.2710.6519.114.0000
		001.00.610.2190.6892.114.0000
** Food and Lodging included in Registration Fee		
TOTAL	\$15,307.61	

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

* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? Fundraising, PTO, Gifts & Donations, Tax Credit

COST TO EACH STUDENT \$ \$1,531.38

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax Credit, Fundraising, PTO, Gifts & Donations

FUNDING SOURCE(S): Tax Credit, Fundraising, PTO Gifts & Donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Still discussing options

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

SUBMITTED BY: _____

Signature

4/7/25

Date

APPROVED BY: _____

Principal/Supervisor

4/7/25

Date

Associate Superintendent/Supintendent

4/7/25

Date