

**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): Sarah Moser \_\_\_\_\_

SCHOOL: CDO

Department (opt.): French

DATE(S): June 19-23, 2017

ACTIVITY/EVENT: AP By the Sea Summer Institute

LOCATION: San Diego, CA

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>\$795.00</u>	<u>525-00-100-2210-282-6360</u>
Transportation	<u>\$600.00</u>	Mode <u>flight/shuttle</u> <u>525-00-100-2210-282-6582</u>
Rental Car	<u>0</u>	_____
Meals	<u>\$155.00</u>	<u>525-00-100-2210-282-6582</u>
Lodging	<u>\$460.00</u>	<u>525-00-100-2210-282-6582</u>
Substitutes	<u>0</u>	_____
TOTAL	<u>\$2010.00</u>	

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

Purpose of travel: Ms. Moser will attend the AP By the Sea Institute training for her department.

Outcomes and academic benefits to students and staff: The teacher will learn techniques and strategies to assist her in working with advanced and honors students.

Submitted by: Sarah Moser 5/9/17  
Signature Date  
Paul Deaton 5/9/17  
Principal/Supervisor Date  
Mark Wilson 5/9/17  
Associate Superintendent/Superintendent Date

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EMPLOYEE(S): Erin Weber

SCHOOL: AHS

Department (opt.): Fine Arts

DATE(S): 6/20/17-6/23/17

ACTIVITY/EVENT: AP Art History Training

LOCATION: University of San Diego, San Diego, CA

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>\$775.00</u>	<u>103.17.100.2210.281.6360</u>
Transportation	<u>\$400.00</u> Mode <u>Car</u>	<u>103.17.100.2210.281.6582</u>
Rental Car	_____	_____
Meals	<u>\$118.00</u>	<u>103.17.100.2210.281.6582</u>
Lodging	_____	_____
Substitutes	_____	_____
TOTAL	<u>\$1293.00</u>	

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

Purpose of travel: I am acquiring certification for teaching AP Art History. This will be through the San Diego "AP by the Sea" program.

Outcomes and academic benefits to students and staff: I will be able to teach AP Art History as a course.

Submitted by: [Signature] 5/10/17  
Signature Date  
[Signature] 5/10/17  
Principal/Supervisor Date  
[Signature] 5/10/17  
Associate Superintendent/Superintendent Date

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EMPLOYEE(S): Todd Hatch \_\_\_\_\_

SCHOOL: CDO

\_\_\_\_\_

Department (opt.): CTE

\_\_\_\_\_

DATE(S): July 24, 2017 - August 4, 2017

ACTIVITY/EVENT: Project Lead the Way -- Introduction to Engineering Design Conference

LOCATION: San Diego, CA

ABSENCE: # Days 12 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>\$2,550</u>	<u>260-17-330-2210-282-6360</u>
Transportation	<u>\$ 700</u> Mode <u>air</u>	<u>260-17-330-2210-282-6582</u>
Rental Car	_____	_____
Meals	<u>\$ 162</u>	<u>260-17-330-2210-282-6582</u>
Lodging	_____	_____
Substitutes	_____	_____
TOTAL	<u>\$3,412</u>	

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

Purpose of travel: To attend the Project Lead the Way professional development training for the Introduction to Engineering curriculum so that the district will be able to use the curriculum next year in the Engineering Pathways course at CDO

Outcomes and academic benefits to students and staff: Obtain knowledge and skills to teach the Engineering curriculum.

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

Submitted by:

Signature

Date

Petria Greenlee

5/2/17

Principal/Supervisor

Date

Markus Peterson

5/17/17

Associate Superintendent/Superintendent

Date

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EMPLOYEE(S): Susan Williams

SCHOOL: AHS

Department (opt.): School Operations

DATE(S): 7/26/17 to 7/30/17

ACTIVITY/EVENT: AP Annual Conference

LOCATION: Washington, DC

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>\$625.00</u>	<u>013-00-100-2210-510-6360</u>
Transportation	<u>\$850.00</u> Mode <u>Air</u>	<u>013-00-100-2210-510-6582</u>
Rental Car	<u>\$150.00</u>	<u>013-00-100-2210-510-6582</u>
Meals	<u>\$258.00</u>	<u>013-00-100-2210-510-6582</u>
Lodging	<u>\$1200.00</u>	<u>013-00-100-2210-510-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$3083.00</u>	

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

Purpose of travel: To learn more about the AP Capstone™ course which is a College Board program that equips students with the independent research, collaborative teamwork, and communication skills that are increasingly valued by colleges. It cultivates curious, independent, and collaborative scholars and prepares them to make logical, evidence-based decisions. This is an AP course that we may introduce to our HS REACH students in the future.

Outcomes and academic benefits to students and staff: To connect, share knowledge, experience, and discoveries with the AP program.

Submitted by:

Signature

Date

Principal/Supervisor

Date