

**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): Michael Bejarano

SCHOOL: CDO

Paul DeWeerd

Department (opt.): School Operations

DATE(S): Dec. 3-7, 2014

ACTIVITY/EVENT: IB Category 2 Workshop: Administrator

LOCATION: Washington, D.C.

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 3

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>\$1458.00</u>		<u>140-15-100-2210-510-6360</u>
Transportation	<u>\$1500.00</u>	Mode <u>Air</u>	<u>140-15-100-2210-510-6582</u>
Rental Car	<u>\$200.00 (Ground Transportation)</u>		<u>140-15-100-2210-510-6582</u>
Meals	<u>\$475.00</u>		<u>140-15-100-2210-510-6582</u>
Lodging	<u>\$1500.00</u>		<u>140-15-100-2210-510-6582</u>
Substitutes	_____		_____
TOTAL	<u>\$5133.00</u>		

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

Purpose of travel: Educational leaders with at least one year of experience in the role are requested to attend a category 2 workshop to reflect on and improve the quality of the Diploma Programme within their school. The workshop will focus on the impact the DP has had within the school and wider community and assess the links between IB Standards and Practices and effective school practices, structures and policies.

Outcomes and academic benefits to students and staff: Outcomes and benefits to students and teachers will be support for the needs of the school community and wider community as well as forthcoming changes and updates that affect implementation of the DP to assist both students and teachers.

Submitted by:

Signature

Date

Principal/Supervisor

Date

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EMPLOYEE(S): Chris Yetman

SCHOOL: CDO
 Department (opt.): IB/Math
 DATE(S): March 4-7, 2015

ACTIVITY/EVENT: IB Math HL category 1 & 2 training
 LOCATION: Rice University, Houston Texas

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 3


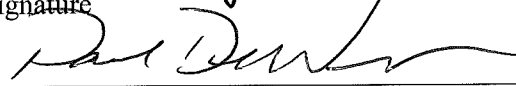
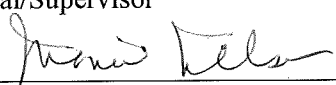
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>830.00</u>	<u>140-15-100-2210-510-6360</u>
Transportation	<u>800.00</u> Mode <u>airline</u>	<u>140-15-100-2210-510-6582</u>
Rental Car	<u>102.00 Shuttle</u>	<u>140-15-100-2210-510-6582</u>
Meals	<u>236.00</u>	<u>140-15-100-2210-510-6582</u>
Lodging	<u>678.00</u>	<u>140-15-100-2210-510-6582</u>
Substitutes	<u>225.00</u>	<u>140-15-100-2210-510-6113</u>
TOTAL	<u>2871.40</u>	

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

Purpose of travel: Purpose is for category 2 training in Math HL in order to teach higher level math and meet the International Baccalaureate Programme requirements.

Outcomes and academic benefits to students and staff: Academic subject depth and preparedness for rigorous student achievement.

Submitted by:  9/26/14
 Signature Date
 9/26/14
 Principal/Supervisor Date
 10/16/14
 Associate Superintendent/Superintendent Date