

**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: CDO

ESTIMATED NUMBER OF STUDENTS: 35

NAME OF SCHOOL GROUP/CLUB/ENTITY: Canyon Players/Technical Theatre

STAFF ADVISOR(S)/CHAPERONES: Robert Cannon, Phil Wagman, Susan Cornell, Ronnie Crider,  
Pete Mason

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: College & Career Tour

DESTINATION OF TRAVEL: Los Angeles, California

DATES OF TRAVEL: March 13, 2016 - March 17, 2016

ACADEMIC BENEFITS TO STUDENTS: Acting/Directing/Playwriting & Technical Theatre students view firsthand a professional television production studio, post-production facilities and costume, scenery and properties shops. Students will participate in improvisation workshops and then attend a ComedySportz performance to view the application of improvisation and participate in a ComedySportz competition. Students will tour Universal Studios which includes a VIP backstage tour geared specifically to theatrical production and view a live performance of 'Once' at the Pantages Theatre. Finally, students will take two college tours at USC and New York Film Academy highlighting the Theatre, Television & Film departments to see how colleges prepare artists for work in the performing arts.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

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

☒ Other Mountain View Bus Lines

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

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

	APPROX. COST	BUDGET CODE
Registration	<u>16,000</u>	<u>850/526-00-100-3400-282-6892</u>
Transportation	<u>4,400</u>	<u>850/526-00-100-3400-282-6519</u>

Meals Student Purchased

Lodging 4,600

Substitutes n/a

TOTAL 25,000

850/526-00-100-3400-282-6892

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

HOW ARE CHAPERONE EXPENSES PAID? Self-pay, same amount as student ticket.

COST TO EACH STUDENT \$ \$

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax Credits offset the true cost of the ticket which is approximately \$550.00.

FUNDING SOURCE(S): Club Funds, Tax Credit

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
Improvisation Shows, Ticket Sales at performances, Polo shirt sales, concessions at performances, DVD's of 'Tarzan'.

SUBMITTED BY:

PCannon  
Signature

11/30/15  
Date

APPROVED BY:

Paul Dunbar  
Principal/Supervisor

11/30/15  
Date

James Wilson  
Associate Superintendent/Superintendent

1/21/16  
Date

**AMPHITHEATER PUBLIC SCHOOLS  
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**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: 35

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Student Government**

STAFF ADVISOR(S)/CHAPERONES: **Samantha Burgin, Alex Thomas, Jennifer Newman, Theresa Chavez**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Student Government Retreat**

DESTINATION OF TRAVEL: **Anaheim, CA**

DATES OF TRAVEL: **March 14-17, 2016**

ACADEMIC BENEFITS TO STUDENTS: **Students will participate in a leadership program through the Youth Education Series to learn and practice their leadership skills. Along with that they will learn about collaboration, teamwork, communication, trust, and respect for others. This is something the students can bring back to the school and use immediately in their classes as they do group projects, navigate the social aspect of school with their peer relationships as well as their relationships with their teachers.**

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

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

☒ Other **Bee Line Tours**

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

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

	APPROX. COST	BUDGET CODE
Registration	<b><u>\$8,000.00</u></b>	<b><u>850-00-100-1001-280-6892</u></b>
Transportation	<b><u>\$2,950.00</u></b>	<b><u>850-00-100-1001-280-6519</u></b>
Meals	<b><u>\$1,000.00</u></b>	<b><u>850-00-100-1001-280-6892</u></b>
Lodging	<b><u>\$5,845.20</u></b>	<b><u>850-00-100-1001-280-6892</u></b>

TOTAL                    \$16,795.20

WILL THE DISTRICT RECEIVE REIMBURSEMENT? no

IF SO, SOURCE & AMOUNTS: n/a

HOW ARE CHAPERONE EXPENSES PAID? The expenses are paid through Student Government.

COST TO EACH STUDENT \$ 100.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Students that are not able to afford the \$100 need to come talk to me. They will have some opportunities to fundraise for this cost but nobody will be denied due to a lack of funds.

FUNDING SOURCE(S): Club funds

FUNDRAISING ACTIVITIES PLANNED (If applicable):

StuGo does a lot of fundraisers throughout the year such as dances, t-shirt sales, etc. that contribute to the ability to attend a retreat.

SUBMITTED BY: Samantha Y. Bruejin  
Signature

11-20-15  
Date

APPROVED BY: Natalie Brunett  
Principal/Supervisor

11/20/15  
Date

Monica Wilson  
Associate Superintendent/Superintendent

1/4/16  
Date

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**ORIGINAL SUBMISSION**

**THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA  
COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL**

SCHOOL: Wilson K-8

ESTIMATED NUMBER OF STUDENTS: Up to 200 students (all 8<sup>th</sup> graders)

NAME OF SCHOOL GROUP/CLUB/ENTITY: 8<sup>th</sup> Grade

STAFF ADVISOR(S)/CHAPERONES: Christy Talmage, Sharon Silvas, Travis Schluep, Adrian Hannah, Gretchen Witt, Karl Pieroway, Patty Grube, Cheryl Cook, Lisa Boyer, Nancy McKearny, Kathy Tuiasosopo, Taren Talmage, Lynda Edoff, MaryBeth Gray, David Welsh, Danielle Swisher, Kristen Petersavage, Sarah McGowan, Vanessa Pacheco, Jen Holthaus, Annie Anderson.

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 8<sup>th</sup> Grade Science Field Trip

DESTINATION OF TRAVEL: Los Angeles, California

DATES OF TRAVEL: May 11-14, 2016

ACADEMIC BENEFITS TO STUDENTS: Participating in the SixFlags Magic Mt Math and Science Students' Day is the penultimate cumulative activity to conclude our instruction of motion and Newtons' Law which is 1/3 of the 8<sup>th</sup> grade science curriculum content standards. Students will be participating in the Wilson K-8 Roller Coaster Competition at Magic Mountain. They will compete to see who can spend the most time on a Roller Coaster, with stand the most G-Force, go the farthest distance on a roller coaster and who can withstand the most inversions on a roller coaster.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval:           

☒ Other Southwest Road Trips

Are expenses paid from any of the following accounts? Auxiliary yes Tax Credits yes Club Funds

Parent Organization

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

	APPROX. COST	BUDGET CODE
Registration	<u>\$75,000.00</u>	<u>525/526 00 100 1001 168 6892</u>
Transportation	<u>inc</u>	<u>          </u>
Meals	<u>inc</u>	<u>          </u>
Lodging	<u>inc</u>	<u>          </u>
Substitutes	<u>n/a</u>	<u>          </u>
TOTAL	<u>\$75,000.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? n/a  
IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? Parents paying their own way.

COST TO EACH STUDENT \$ 385

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax credit money will be used to offset the cost of the trip.

FUNDING SOURCE(S): Parents

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
None

SUBMITTED BY: \_\_\_\_\_

Signature

Date

APPROVED BY: \_\_\_\_\_

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date

**AMPHITHEATER PUBLIC SCHOOLS  
STAFF TRAVEL/CONFERENCE REQUEST**

**THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA  
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EMPLOYEE(S): Joseph Paddock

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

SCHOOL: District Offices

Department (opt.): Interscholastics

DATE(S): February 26-28, 2016

ACTIVITY/EVENT: USA Football National Conference

LOCATION: Indianapolis, IN

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 \_\_\_\_\_

Transportation \_\_\_\_\_

Mode Air

Rental Car \_\_\_\_\_

Meals \$132.00

001.00.620.1001.512.6582

Lodging \_\_\_\_\_

Substitutes \_\_\_\_\_

TOTAL \$132.00

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

Purpose of travel: To attend the USA Football national conference and become more knowledgeable about the high school football landscape. Most expenses covered by USA Football.

Outcomes and academic benefits to students and staff: To learn about the latest innovations and about the resources that make the game better and safer for athletes.

Submitted by: Joseph Paddock  
Signature

12-1-15  
Date

\_\_\_\_\_  
Principal/Supervisor

\_\_\_\_\_  
Date

Mark Nelson  
Associate Superintendent/Superintendent

1/4/16  
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): Linda Haller Kristin McGraw

SCHOOL: District Offices

Department (opt.): \_\_\_\_\_

DATE(S): 4/23-4/27/16

ACTIVITY/EVENT: LRP National Institute 37<sup>th</sup> Annual Conference

LOCATION: New Orleans, LA

ABSENCE: # Days 5 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>2890.00</u>	<u>001-00-200-2210-540-6360</u>
Transportation	<u>1900.00</u>	Mode <u>air/taxi/pkg</u> <u>001-00-200-2210-540-6582</u>
Rental Car	_____	_____
Meals	<u>454.00</u>	<u>001-00-200-2210-540-6582</u>
Lodging	<u>2150.00</u>	<u>001-00-200-2210-540-6582</u>
Substitutes	_____	_____
TOTAL	<u>7394.00</u>	

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

Purpose of travel: Obtain updates on legal issues and subsequent best practices in providing special education services.

Outcomes and academic benefits to students and staff: Information obtained will be shared with staff throughout the year

Submitted by:

Signature

Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date



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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.): \_\_\_\_\_

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

DATE(S): 4/24-4/28/16

ACTIVITY/EVENT: LRP National Institute 37<sup>th</sup> Annual Conference

LOCATION: New Orleans, LA

ABSENCE: # Days 5 Sub Required: ☐ Yes ☒ No # of School Days Missed 4

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 1695.00

001-00-200-2579-540-6360

Transportation 1000.00

Mode air/taxi/pkg

001-00-200-2579-540-6582

Rental Car \_\_\_\_\_

\_\_\_\_\_

Meals 216.00

001-00-200-2579-540-6582

Lodging 1075.00

001-00-200-2579-540-6582

Substitutes \_\_\_\_\_

\_\_\_\_\_

TOTAL 3986.00

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

Purpose of travel: Obtain updates on legal issues and subsequent best practices in providing special education services.

Outcomes and academic benefits to students and staff: Information obtained will be shared with staff throughout the year

Submitted by: \_\_\_\_\_

Signature

10/5/15  
Date

\_\_\_\_\_  
Principal/Supervisor

\_\_\_\_\_  
Date

Thomas Nelson  
Associate Superintendent/Superintendent

1/4/16  
Date

**AMPHITHEATER PUBLIC SCHOOLS  
STAFF TRAVEL/CONFERENCE REQUEST**

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COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.**

EMPLOYEE(S): Sherri Smith \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL: District Offices  
Department (opt.): Payroll  
DATE(S): 04/20-04/22/16

ACTIVITY/EVENT: Nova Time Users Conference

LOCATION: Aria Hotel Las Vegas, NV

ABSENCE: # Days 3 Sub Required: ☐ Yes ☒ No # of School Days Missed n/a

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$250.00</u>		<u>530-00-100-2579-520-6360</u>
Transportation	<u>\$250.00</u>	Mode <u>air/taxi</u>	<u>530-00-100-2579-520-6582</u>
Rental Car	_____		_____
Meals	<u>\$150.00</u>		<u>530-00-100-2579-520-6582</u>
Lodging	<u>\$400.00</u>		<u>530-00-100-2579-520-6582</u>
Substitutes	_____		_____
TOTAL	<u>\$1050.00</u>		

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

Purpose of travel: Training and conference

Outcomes and academic benefits to students and staff: Implementation and training on major aspects of the timeclock system which will allow us to more accurately track and budget for employees and will reduce inaccuracies in timecard reporting.

Submitted by: Sherri Smith  
Signature

12/28/15  
Date

Scott Lee  
Principal/Supervisor

12/28/15  
Date

Patrick Nelson  
Associate Superintendent/Supintendent

1-4-16  
Date