

**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: 2

NAME OF SCHOOL GROUP/CLUB/ENTITY: JROTC

STAFF ADVISOR(S)/CHAPERONES: Robert De Witt and Jeff Schneider

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: US Air Rifle National Championships

DESTINATION OF TRAVEL: Provo, Utah

DATES OF TRAVEL: 11 - 15 Feb, 2016

ACADEMIC BENEFITS TO STUDENTS: Students develop focus and team building

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

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

☒ Other Flowing Wells School District

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

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

	APPROX. COST	BUDGET CODE
Registration	<u>NA</u>	<u>NA</u>
Transportation	<u>900</u>	<u>NA</u>
Meals	<u>450</u>	<u>NA</u>
Lodging	<u>1200</u>	<u>NA</u>
Substitutes	<u>0</u>	<u>NA</u>
TOTAL	<u>2550</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? JROTC budget

COST TO EACH STUDENT \$ 25

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Cadets can earn trip fees by participating in JROTC Renaissance Fair Fund Raiser.

FUNDING SOURCE(S): JROTC Club fund and Flowing Wells School District

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Renaissance Fair

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

Signature

22 Jan 2016  
Date

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

Principal/Supervisor

1-22-16  
Date

\_\_\_\_\_  
Associate Superintendent/Superintendent

Associate Superintendent/Superintendent

2/1/16  
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: CDO

ESTIMATED NUMBER OF STUDENTS: 2

NAME OF SCHOOL GROUP/CLUB/ENTITY: JROTC

STAFF ADVISOR(S)/CHAPERONES: Robert De Witt and Jeff Schneider

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: US Air Rifle National Championships

DESTINATION OF TRAVEL: Provo, Utah

DATES OF TRAVEL: 11 - 15 Feb, 2016

ACADEMIC BENEFITS TO STUDENTS: Students develop focus and team building

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

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

☒ Other Flowing Wells School District

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

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

	APPROX. COST	BUDGET CODE
Registration	<u>NA</u>	<u>NA</u>
Transportation	<u>900</u>	<u>NA</u>
Meals	<u>450</u>	<u>NA</u>
Lodging	<u>1200</u>	<u>NA</u>
Substitutes	<u>0</u>	<u>NA</u>
TOTAL	<u>2550</u>	

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




HOW ARE CHAPERONE EXPENSES PAID? JROTC budget

COST TO EACH STUDENT \$ 25

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Cadets can earn trip fees by participating in JROTC Renaissance Fair Fund Raiser.

FUNDING SOURCE(S): JROTC Club fund and Flowing Wells School District

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
Renaissance Fair

SUBMITTED BY:	<u></u>	<u>22 Jan 2016</u>
	Signature	Date
APPROVED BY:	<u></u>	<u>1-22-16</u>
	Principal/Supervisor	Date
	<u></u>	<u>2/1/16</u>
	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: **IRHS**

ESTIMATED NUMBER OF STUDENTS: 35

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Drama, Musical and Tech Theatre**

STAFF ADVISOR(S)/CHAPERONES: **Mary Dickson, Flo Baca, Christine Fapp, Jamie Walter**

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Students will take workshops including Musical Theatre, Improvisation and Acting. Technical Theatre students will go back stage during a performance to tour the space and sit with headsets that are connected to the professional Tech crew back stage. They get to hear how they communicate during a professional show and how each job works back stage.**

DESTINATION OF TRAVEL: **Anaheim, CA**

DATES OF TRAVEL: **March 11-14, 2016**

ACADEMIC BENEFITS TO STUDENTS: **Students will learn how to build character, have confidence in auditioning, and how to work in a professional theatrical setting.**

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

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

☒ Other **Mountain View Tours**

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

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

	APPROX. COST	BUDGET CODE
Registration	<b><u>\$8,379.00</u></b>	<b><u>850-00-100-1001-280-6892</u></b>
Transportation	<b><u>\$3,464.00</u></b>	<b><u>850-00-100-1001-280-6519</u></b>
Meals	<b><u>\$7,840.00</u></b>	<b><u>850-00-100-1001-280-6892</u></b>
Lodging	<b><u>\$4,023.00</u></b>	<b><u>850-00-100-1001-280-6892</u></b>

Substitutes \_\_\_\_\_

TOTAL **\$23,706.00**

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

HOW ARE CHAPERONE EXPENSES PAID? **Through student fees**

COST TO EACH STUDENT \$ **500.00**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Students will have the opportunity to fundraise. A couple of students will be given scholarships.**

FUNDING SOURCE(S): **Fundraisers, shows and student fees**

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
**The Crucible and Broadway Showcase**

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

Signature

8/4/15

Date

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

Principal/Supervisor

8/6/15

Date

Monica Delan

Associate Superintendent/Superintendent

8/1/16

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: 6

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Veterans Heritage Project**

STAFF ADVISOR(S)/CHAPERONES: **Marty Wenzel and Kenneth George**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Visit to Valley Forge, PA. Mission is to educate and inspire an awareness of the principles upon which the U.S. was founded and the responsibilities of citizens in a free society. Trip is sponsored by the Freedoms Foundation organization.**

DESTINATION OF TRAVEL: **Valley Forge, PA**

DATES OF TRAVEL: **April 21-24, 2016**

ACADEMIC BENEFITS TO STUDENTS: **Instill first-hand knowledge and experience with respect to our national heritage and ideals.**

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

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

☒ Other **Airline**

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

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

	APPROX. COST	BUDGET CODE
Registration	<u>0</u>	<u>N/A</u>
Transportation	<u>0</u>	<u>N/A</u>
Meals	<u>0</u>	<u>N/A</u>
Lodging	<u>0</u>	<u>N/a</u>
Substitutes	<b><u>\$200.00</u></b>	<b><u>530-00-100-1001-280-6113</u></b>

TOTAL

\$200.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? NO

IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? Through donations or self-pay

COST TO EACH STUDENT \$ 200.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? If students can not afford the expenses or don't have anyone that will sponsor them, there are scholarships available.

FUNDING SOURCE(S): N/A

FUNDRAISING ACTIVITIES PLANNED (If applicable):

N/A

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

Signature

1-14-16

Date

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

Principal/Supervisor

1/26/16  
Date

Associate Superintendent/Superintendent

2/1/16  
Date



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

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**ORIGINAL SUBMISSION**

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

SCHOOL: **CDO**

ESTIMATED NUMBER OF STUDENTS: **10**

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Academic Decathlon**

STAFF ADVISOR(S)/CHAPERONES: **Chris and Elethia Yetman**

ABSENCE: # Days **9** Sub Required: ☒ Yes ☐ No # of School Days Missed **6**

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **National Academic Decathlon Finals**

DESTINATION OF TRAVEL: **Anchorage, Alaska**

DATES OF TRAVEL: **April 24 - May 2, 2016**

ACADEMIC BENEFITS TO STUDENTS: **Academic Competitions**

PROPOSED METHOD OF TRANSPORTATION:

☒ District-owned vehicles

Transportation approval: **Pending**

☒ Other **Rental Vehicles**

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

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

	APPROX. COST	BUDGET CODE
Registration	<b><u>\$500</u></b>	<b><u>526-00-100-1001-282-6892</u></b>
Transportation	<b><u>\$8000</u></b>	<b><u>850/526-00-100-1001-282-6515/6519</u></b>
Meals	<b><u>\$4500</u></b>	<b><u>850/526-00-100-1001-282-6892</u></b>
Lodging	<b><u>\$5000</u></b>	<b><u>850/526-00-100-1001-282-6892</u></b>
Substitutes	<b><u>\$1200</u></b>	<b><u>850/526-00-100-1001-282-6113</u></b>
TOTAL	<b><u>\$19,000</u></b>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? Yes

IF SO, SOURCE & AMOUNTS: Arizona Academic Decathlon, \$3000

HOW ARE CHAPERONE EXPENSES PAID? Club funds, Tax Credit

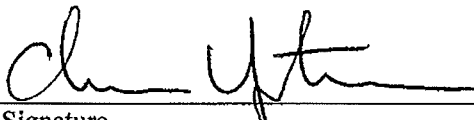
COST TO EACH STUDENT \$ 0

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax Credit Funds

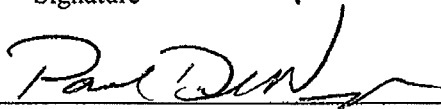
FUNDING SOURCE(S): N/A

FUNDRAISING ACTIVITIES PLANNED (If applicable):

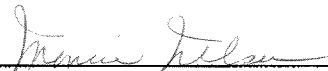
N/A

SUBMITTED BY:   
Signature

1/19/16  
Date

APPROVED BY:   
Principal/Supervisor

1/19/16  
Date

  
Associate Superintendent/Superintendent

2/1/16  
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): John Hastings    Carol Tracy  
Tanya Wall    \_\_\_\_\_  
\_\_\_\_\_

SCHOOL: District Offices

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

DATE(S): March 16- 18, 2016

ACTIVITY/EVENT: Utah Statewide Teacher Fair South

LOCATION: Provo, Utah

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>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$250.00</u>	<u>001-00-100-2579-530-6360</u>
Transportation	<u>\$2,000.36</u> Mode <u>Air</u>	<u>001-00-100-2579-530-6582</u>
Rental Car	<u>\$200.00</u>	<u>001-00-100-2579-530-6582</u>
Meals	<u>\$468.00</u>	<u>001-00-100-2579-530-6582</u>
Lodging	<u>\$1062.70</u>	<u>001-00-100-2579-530-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$3,981.06</u>	

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

Purpose of travel: To represent Amphitheater Public Schools at the Utah Statewide Teacher Fair.

Outcomes and academic benefits to students and staff: \_\_\_\_\_

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

Signature

2/1/16

Date

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

\_\_\_\_\_  
Date

Marvin Nelson  
Associate Superintendent/Supintendent

3/1/16  
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): Cary Todd, Janna Todd, Jessica Roodvoets, Abyee Maracigan, Andragayle Pye, Nicole Russell,  
Jennifer Dresher, Christine Sullivan. Alternates: Charlotte Glenn, Charla Hedberg, Leslie Jameson-Christian,

Polly Kimminau, Jeff Panneck \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL: La Cima Middle

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

DATE(S): July 10 - July 13, 2016

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: Sacramento, 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>
Registration	<u>\$5,075</u>	<u>100-16-100-2210-165-6360</u>
Transportation	<u>\$4,100</u> Mode <u>Air</u>	<u>100-16-100-2210-165/510-6582</u>
Rental Car	_____	_____
Meals	<u>\$1,400</u>	<u>100-16-100-2210-165/510-6582</u>
Lodging	<u>\$3,528.32</u>	<u>100-16-100-2210-165/510-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$14,103.32</u>	

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

Purpose of travel: AVID (Advancement Via Individual Determination) training for AVID Site Team to support the implementation of the program at our school. Our team will consist of the principal and content area teachers.

Outcomes and academic benefits to students and staff: Teachers will learn effective instructional practices and our site team will explore data to construct an action plan for effective implementation at our site. The AVID program targets our underserved students (minority and average achievers); provides quality staff development for teachers; helps schools build community support systems for school success; and addresses how to grant equitable access to rigorous curricula for all students.

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

Submitted by: Christine Sullivan 1/25/16  
Signature Date

*D. Mansuetti*

Principal/Supervisor

*1/25/16*

Date

*James J. Kelly*

Associate Superintendent/Superintendent

*2/1/16*

Date

rev. 9/1/15

**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): Bob Hehli Monique Berry-Kelley SCHOOL: Nash  
Shari Lossou-Lossavi Diane Martinez Department (opt.): \_\_\_\_\_  
Lupita Valenzuela \_\_\_\_\_ DATE(S): 7/10/16 to 7/13/16

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: Sacramento, CA

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

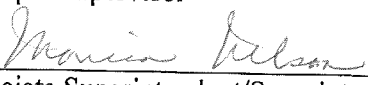
<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$3,625</u>	<u>100-16-100-2210-110-6360</u>
Transportation	<u>\$2,400</u> Mode <u>Air</u>	<u>100-16-100-2210-110-6582</u>
Rental Car	<u>\$200</u>	<u>100-16-100-2210-110-6582</u>
Meals	<u>\$1,000</u>	<u>100-16-100-2210-110-6582</u>
Lodging	<u>\$1,800</u>	<u>100-16-100-2210-110-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$9,025</u>	

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

Purpose of travel: Teachers will attend AVID Summer Institute to learn the AVID program in an effort to better prepare students for the rigors of Middle School as well as to help students get on the college bound track.

Outcomes and academic benefits to students and staff: Increase teacher knowledge. Increase student achievement.

Submitted by:  1-21-16  
Signature Date

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
 7/1/16  
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): Dianna Kuhn Bob Stoner  
Hilary Weichert Amber Molera  
Amanda Larriva

SCHOOL: Rio Vista  
Department (opt.): \_\_\_\_\_  
\_\_\_\_ DATE(S): 7/10/16-7/13/16

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: Sacramento, 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>\$3,625.00</u>	<u>100.16.100.2210.117.6360</u>
Transportation	<u>\$3,200.00</u> Mode <u>air</u>	<u>100.16.100.2210.117.6582</u>
Rental Car	_____	_____
Meals	<u>\$700.00</u>	<u>100.16.100.2210.117.6582</u>
Lodging	<u>\$1,900.00</u>	<u>100.16.100.2210.117.6582</u>
Substitutes	_____	_____
TOTAL	<u>\$9,425.00</u>	

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

Purpose of travel: Teachers will learn the AVID program to better prepare students for middle school and to get them on track for going to college.

Outcomes and academic benefits to students and staff: Benefits include increasing teacher skill and raising student achievement.

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

Signature

1-20-16

Date

Principal/Supervisor

\_\_\_\_\_ Date

Associate Superintendent/Supintendent

\_\_\_\_\_ 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): Patrick Nelson Amy Sharpe  
Todd Jaeger —

SCHOOL: District Offices

Department (opt.): Superintendent/Comm.Relations

DATE(S): July 15 - 20, 2016

ACTIVITY/EVENT: 2016 National School Public Relations Association (NSPRA) National Seminar

LOCATION: Chicago, IL

ABSENCE: # Days 6 Sub Required: ☐ Yes ☒ No # of School Days Missed 4

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>\$3,046.00</u>	<u>140.16.100.2210.501.6360/001.00.100.2579.503.6360/ 001.00.100.2579.505.6360</u>
Transportation	<u>\$1,600.00</u>	Mode <u>Air</u> <u>140.16.100.2210.501.6582/001.00.100.2579.503.6582/ 001.00.100.2579.505.6582</u>
Rental Car	—	<u>140.16.100.2210.501.6582/001.00.100.2579.503.6582/ 001.00.100.2579.505.6582</u>
Meals	<u>\$1,152.00</u>	<u>140.16.100.2210.501.6582/001.00.100.2579.503.6582/ 001.00.100.2579.505.6582</u>
Lodging	<u>\$3,864.00</u>	<u>140.16.100.2210.501.6582/001.00.100.2579.503.6582/ 001.00.100.2579.505.6582</u>
Substitutes	—	—
TOTAL	<u>\$9,662.00</u>	

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

Purpose of travel: To Attend the 2016 National School Public Relations Association Seminar on Communication and Leadership.

Outcomes and academic benefits to students and staff: This seminar is designed to be the best professional development event covering all facets of school communication with multiple solutions and opportunities to learn from the finest in both the education and business world on communication and leadership.

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

Signature

2/2/16  
Date



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Principal/Supervisor

---

Date

Monica Nelson  
Associate Superintendent/Superintendent

7/3/16  
Date

rev. 9/21/05