

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): Patti Greenleaf _____

SCHOOL: District Offices
Department (opt.): School Operations
DATE(S): 9/24/13-9/28/13

ACTIVITY/EVENT: 2013 NCLA Best Practices and Innovations Conference

LOCATION: San Diego, CA

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>355.00</u>	<u>260-13-270-2210-515-6360</u>
Transportation	<u>453.00</u> Mode <u>Airplane</u>	<u>260-13-270-2210-515-6582</u>
Rental Car	_____	
Meals	<u>236.00</u>	<u>260-13-270-2210-515-6582</u>
Lodging	<u>715.92</u>	<u>260-13-270-2210-515-6582</u>
Substitutes	_____	_____
TOTAL	<u>1759.92</u>	

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

Purpose of travel: To attend the National Council of Local Administrators of Career & Technical Education conference to gain knowledge in Career and Technical Education best practices.

Outcomes and academic benefits to students and staff: I will be able to share with teachers and staff information I learn at the conference.

Submitted by: Patti Greenleaf _____ 9/20/13
Signature Date

M. D. Rojas _____ 9/20/13
Principal/Supervisor Date

John Delo _____ 9/24/13
Associate Superintendent/Supervisor Date

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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

- _____

SCHOOL: District Offices
Department (opt.): Superintendent
DATE(S): October 1-4, 2013

ACTIVITY/EVENT: EdLeader21 Third Annual Conference

LOCATION: Chicago, Ill

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	-		
Transportation	<u>\$483.60</u>	Mode <u>air</u>	<u>140-14-100-2210-510-6582</u>
Rental Car	<u>\$125.00 - taxi</u>		<u>140-14-100-2210-510-6582</u>
Meals	<u>\$242.00</u>		<u>140-14-100-2210-510-6582</u>
Lodging	<u>\$981.56</u>		<u>140-14-100-2210-510-6582</u>
Substitutes	_____		
TOTAL	<u>\$1,832.16</u>		

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

Purpose of travel: To gain access to established and well-vetted best practices to integrate the 4C's - critical thinking, communication, collaboration and creativity into education and prepare our students for citizenship in a changing economic landscape.

Outcomes and academic benefits to students and staff: As above

Submitted by: Patrick Nelson 6/24/13
Signature Date

Principal/Supervisor _____ Date _____
Wendy Taylor 6/24/13
Associate Superintendent/Superintendent Date