

**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: SkillsUSA-Construction/Arch & SkillsUSA

STAFF ADVISOR(S)/CHAPERONES: Jim Luckow

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Skills USA National Competition

DESTINATION OF TRAVEL: Kansas City, MO

DATES OF TRAVEL: June 24-29 2013

ACADEMIC BENEFITS TO STUDENTS: Compete nationally against other students

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other _____

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

Parent Organization _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
	<u>Chaperone 1668</u>	<u>400-13-270-2190-282-6360</u>
Registration	<u>Students 2632</u>	<u>850/526/525-00-100-1001-282-6892</u>
	<u>Surface Transportation 100</u>	<u>400-13-270-2190-282-6582</u>
Transportation	<u>Air incl. in Registration</u>	_____
	<u>306</u>	<u>400-13-270-2190-282-6582</u>
Meals	<u>400</u>	<u>850/526/525-00-100-1001-282-6892</u>
	<u>Included in Registration</u>	_____
Lodging	<u>Included in Registration</u>	_____
Substitutes	<u>0</u>	_____
TOTAL	<u>5106</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? no
IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? _____

COST TO EACH STUDENT \$ 1316

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax Credits and/or scholarships

FUNDING SOURCE(S): CTE, Club Funds, Tax Credits

FUNDRAISING ACTIVITIES PLANNED (If applicable):
none

SUBMITTED BY: _____

Signature

Date

APPROVED BY: _____

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date