

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: 5

NAME OF SCHOOL GROUP/CLUB/ENTITY: **IRHS DECA**

STAFF ADVISOR(S)/CHAPERONES: **Joshua Bohan**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **International Career Development Center (ICDC) DECA Competition**

DESTINATION OF TRAVEL: **Nashville, TN**

DATES OF TRAVEL: **April 22 thru April 27, 2016**

ACADEMIC BENEFITS TO STUDENTS: **a. Leadership development, b. DECA organization and management on the local, state, and/or national level, c. DECA activities and competitive events on the local, state, and national level, d. Career exploration and/or career development activities e. Communications skill development and/or improvement**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other **Air**

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
Registration	<u>\$100.00</u>	<u>596-85-270-2190-280-6360</u>
	<u>\$600.00</u>	<u>850-00-100-1001-280-6892</u>
Transportation	<u>\$950.00</u>	<u>596-85-270-2190-280-6582</u>
	<u>\$4750.00</u>	<u>526-00-100-1001-280-6519</u>
Meals	<u>\$528.00</u>	<u>596-85-270-2190-280-6582</u>
	<u>N/A Students Pay</u>	_____
Lodging	<u>\$700</u>	<u>596-85-270-2190-280-6582</u>
	<u>\$2,400</u>	<u>596-85-270-2190-280-6892</u>

Substitutes

\$400

260-16-270-2190-280-6113

**TOTAL**

**\$10,428.00**

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **N/A**  
IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? **CTE**


COST TO EACH STUDENT \$ **620**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **club funds, tax credits, and fund raising**

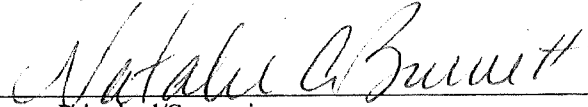
FUNDING SOURCE(S): **Hawk House (SBE), fund raising, CTE, & Pima County JTED**

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
**car washes, TBD**

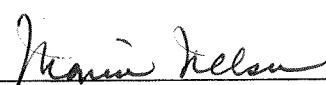
The travel is necessary for the implementation of the project funding the travel.

SUBMITTED BY:   
Signature

3/10/16  
Date

APPROVED BY:   
Principal/Supervisor

3/10/16  
Date

  
Associate Superintendent/Supintendent

3/11/16  
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): George Goodridge

SCHOOL: IRHS

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

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

DATE(S): 04/06/2016-04/10/2016

ACTIVITY/EVENT: Rocky Mountain Athletic Trainers Association Symposium

LOCATION: Albuquerque Marriott 2101 Louisiana Blvd. Albuquerque, NM

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

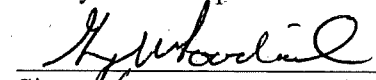
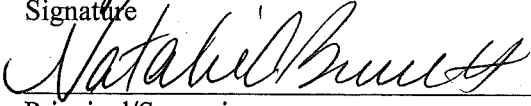

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
		<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>
Registration	<u>\$105.00</u>	<u>260-16-270-2210-280-6360</u>
Transportation	_____ Mode _____	_____
Rental Car	<u>\$300.00</u>	<u>001-00-620-2410-512-6582</u>
Meals	<u>\$184.00</u>	<u>001-00-620-2410-512-6582</u>
Lodging	<u>\$246.75</u>	<u>525-00-100-1001-280-6582</u>
Substitutes	<u>\$300.00</u>	<u>260-16-270-2210-280-6113</u>
<b>TOTAL</b>	<b><u>\$1,135.75</u></b>	

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

Purpose of travel: Annual conference on current trends and practices for Athletic Trainers.

Outcomes and academic benefits to students and staff: This annual conference will provide training on current issues and updated research for Athletic Trainers.

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

Submitted by:  07 MARCH '16  
 Signature Date  
 3/7/16  
 Principal/Supervisor Date  
 5/10/16  
 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): Cassidy Elliott  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: CDO  
 Department (opt.): \_\_\_\_\_  
 DATE(S): 04/06/2016-04/10/2016

ACTIVITY/EVENT: Rocky Mountain Athletic Trainers Association Symposium  
 LOCATION: Albuquerque Marriott 2101 Louisiana Blvd. Albuquerque, NM

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

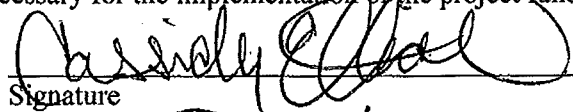

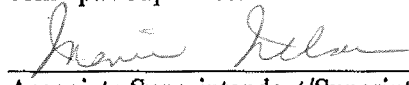
<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
	<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>
Registration <u>\$80.00</u>	<u>260-16-270-2210-282-6360</u>
Transportation _____ Mode _____	_____
Rental Car _____	_____
Meals <u>\$184.00</u>	<u>001-00-620-2410-512-6582</u>
Lodging <u>\$493.49</u>	<u>525-00-620-2210-282-6582</u>
Substitutes <u>\$300.00</u>	<u>260-16-270-2210-282-6113</u>
<b>TOTAL <u>\$1,057.49</u></b>	

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

Purpose of travel: Annual conference on current trends and practices for Athletic Trainers.

Outcomes and academic benefits to students and staff: This annual confrence will provide training on current issues and updated research for Athletic Trainers.

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

Submitted by:  3-4-16  
 Signature Date  
 3/7/16  
 Principal/Supervisor Date  
 3/14/16  
 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): Wylie Yaw  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: AHS  
 Department (opt.): \_\_\_\_\_  
 DATE(S): 04/06/2016-04/10/2016

ACTIVITY/EVENT: Rocky Mountain Athletic Trainers Association Symposium  
 LOCATION: Albuquerque Marriott 2101 Louisiana Blvd. Albuquerque, NM

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>
Registration	<u>\$105.00</u>	<u>260-16-270-2210-281-6360</u>
Transportation _____ Mode _____		
Rental Car _____		
Meals	<u>\$184.00</u>	<u>001-00-620-2410-512-6582</u>
Lodging	<u>\$246.75</u>	<u>525-00-620-3400-281-6582</u>
Substitutes	<u>\$300.00</u>	<u>260-16-270-2210-281-6113</u>
<b>TOTAL</b>	<b><u>\$835.75</u></b>	

(Note: Tax credit contributions are District funds and require a budget code.)

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

Purpose of travel: Annual conference on current trends and practices for Athletic Trainers.

Outcomes and academic benefits to students and staff: This annual conference will provide training on current issues and updated research for Athletic Trainers.

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

Submitted by: William K Yaw III 3/3/16  
 Signature Date  
[Signature] 3/3/16  
 Principal/Supervisor Date  
[Signature] 3/11/16  
 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): Sue Clark \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: Holaway  
 Department (opt.): \_\_\_\_\_  
 DATE(S): 5/11-5/13, 2016

ACTIVITY/EVENT: Engineering is Elementary Training

LOCATION: Boston, MA

ABSENCE: # Days 3 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>\$250</u>	<u>Covered by Teacher Scholarship</u>
Transportation	<u>\$649</u> Mode <u>Air/Taxi</u>	<u>530-00-100-1001-108-6582</u>
Rental Car	_____	_____
Meals	<u>\$111</u>	<u>530-00-100-1001-108-6582</u>
Lodging	<u>\$930</u>	<u>5300010010011086582/1401610022105106582</u>
Substitutes	<u>\$375</u>	<u>140-16-100-2210-510-6113</u>
TOTAL	<u>\$2,065</u>	

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

**Purpose of travel:**

This learner-driven workshop is designed to build knowledge of engineering and confidence in teaching it. The teacher will get hands-on experience with EiE materials and insights into the most effective strategies for teaching the curriculum.

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

During this two-day, hands-on workshop, teachers will

- gain foundational knowledge of technology, engineering, and the engineering design process
- become familiar with how EiE curriculum units are structured
- become familiar with EiE's underlying pedagogical approach
- experience two different EiE units, both as a learner and as a teacher
- reflect on the learning experiences your students will have with EiE
- reflect on the instructional strategies you've learned

Teachers will leave this workshop

- prepared to teach any EiE unit in the classroom
- confident that they can implement open-ended engineering design challenges with their students
- equipped with the EiE Teacher Guide of their choice



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EMPLOYEE(S): Catherine Zack, Maria Figueroa \_\_\_\_\_ SCHOOL: District Offices  
 \_\_\_\_\_ Department (opt.): Food Service  
 \_\_\_\_\_ DATE(S): July 10-13, 2016

ACTIVITY/EVENT: Annual National Conference for (SNA) School Nutrition Association  
 LOCATION: San Antonio, TX

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>\$570.00</u>		<u>510-00-100-3100-526-6360</u>
Transportation	<u>\$966.40</u>	Mode <u>air</u>	<u>510-00-100-3100-526-6582</u>
Rental Car	_____		_____
Meals	<u>\$268.00</u>		<u>510-00-100-3100-526-6582</u>
Lodging	<u>\$600.00</u>		<u>510-00-100-3100-526-6582</u>
Substitutes	_____		_____
<b>TOTAL</b>	<b><u>\$2,404.40</u></b>		

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

Purpose of travel: To attend ANC professional growth conference and learn new ways to be compliant with new federal rules and regulations for (NSLP) National School Lunch Program.

Outcomes and academic benefits to students and staff: To meet new standards and regulations for school breakfast and lunch.

Submitted by: \_\_\_\_\_ 3/10/16  
 Signature \_\_\_\_\_ Date  
 \_\_\_\_\_ 3/10/16  
 Principal/Supervisor \_\_\_\_\_ Date  
 \_\_\_\_\_ 3/11/16  
 Associate Superintendent/Superintendent \_\_\_\_\_ 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): Amy Richards, Cathy Clonts SCHOOL: District Offices  
Patti Merrill, Virginia Garcia, Teresa Cribbs Department (opt.): Food Service  
Patricia Marquez, Kathy Neumaier, Maritza Ellis DATE(S): July 10-13, 2016

ACTIVITY/EVENT: Annual National Conference for (SNA) School Nutrition Association

LOCATION: San Antonio, TX

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


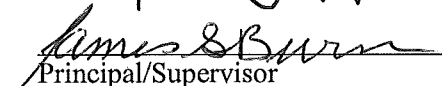
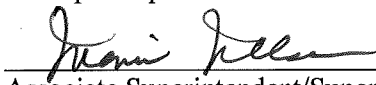
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$2,430.00</u>		<u>510-00-100-3100-526-6360</u>
Transportation	<u>\$3,865.60</u>	Mode <u>air</u>	<u>510-00-100-3100-526-6582</u>
Rental Car	_____		_____
Meals	<u>\$1072.00</u>		<u>510-00-100-3100-526-6582</u>
Lodging	<u>\$2,430.00</u>		<u>510-00-100-3100-526-6582</u>
Substitutes	_____		_____
TOTAL	<u>\$9797.60</u>		

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

Purpose of travel: To attend ANC professional growth conference and learn new ways to be compliant with new federal rules and regulations for (NSLP) National School Lunch Program.

Outcomes and academic benefits to students and staff: To meet new standards and regulations for school breakfast and lunch.

Submitted by:  3/10/16  
Signature Date  
 3/10/16  
Principal/Supervisor Date  
 3/10/16  
Associate Superintendent/Supervisor Date