

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: 18

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO Varsity Softball

STAFF ADVISOR(S)/CHAPERONES: Kelly Fowler, Kevin Glynn, Jeremy Tarbet

ABSENCE: # Days 3 Sub Required: ☐ Yes ☒ No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Las Vegas Softball Tournament

DESTINATION OF TRAVEL: Las Vegas, NV

DATES OF TRAVEL: April 18-20, 2019

ACADEMIC BENEFITS TO STUDENTS: To play in a competitive environment and gain national exposure.

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 XX
Parent Organization _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$ 550.00</u>	<u>525-00-100-1001-282-6892</u>
Transportation	<u>\$3,100.00</u>	<u>850-00-410-2710-282-6519</u>
Meals	<u>\$1,500.00</u>	<u>850-00-100-1001-282-6892</u>
Lodging	<u>\$2,000.00</u>	<u>850-00-100-1001-282-6892</u>
Substitutes	_____	_____
TOTAL	<u>\$7,150.00</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? Club Funds

COST TO EACH STUDENT \$ 0

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? N/A

FUNDING SOURCE(S): Club Funds

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Dorado Classic Softball Tournament

SUBMITTED BY:

Signature

Date

APPROVED BY:

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 20

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO Fine Arts

STAFF ADVISOR(S)/CHAPERONES: Carrie Bakken, Rob Cannon

ABSENCE: # Days 3 Sub Required: ☒ Yes ☐ No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Tour of art museums, famous architecture, and Disneyland

DESTINATION OF TRAVEL: Los Angeles, CA

DATES OF TRAVEL: April 26-28, 2019

ACADEMIC BENEFITS TO STUDENTS: Art research and enrichment for final project/competition, as well as exposure to possible careers in the arts through architecture, 2-D and 3-D works of art, graphic design, and animation.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other charter bus through Explorica

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>\$19,800.00</u>	<u>526/850-00-100-1001-282-6892</u>
	_____	_____
Transportation	<u>included in registration</u>	_____
	_____	_____
Meals	<u>self pay - 2 meals</u>	_____
	_____	_____
Lodging	<u>included in registration</u>	_____
	_____	_____

Substitutes

\$ 220.00

526-00-100-1001-282-6113

TOTAL

\$20,020.00

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

HOW ARE CHAPERONE EXPENSES PAID? 1 chaperone covered for every 10 paying students

COST TO EACH STUDENT \$ 990 + 2 travel meals (all but 2 meals covered in registration cost)

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? tax credit option and fundraisers

FUNDING SOURCE(S): Tax credit option and fundraisers, students make up the difference

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Artisan's markets

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

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

EMPLOYEE(S): Todd Jaeger

SCHOOL: District Offices
Department (opt.): Superintendent
DATE(S): February 11-16, 2019

ACTIVITY/EVENT: Am. Assoc of School Admin (AASA) National Conference on Education
LOCATION: Los Angeles, CA

ABSENCE: # Days 6 Sub Required: ☐ Yes ☒ No # of School Days Missed 5

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>\$765.00</u>	<u>001-00-100-2579-501-6360</u>
Transportation	<u>\$388.80</u> Mode <u>Air</u>	<u>001-00-100-2579-501-6582</u>
Rental Car	<u>\$152.00</u>	<u>001-00-100-2579-501-6582</u>
Meals	<u>\$308.00</u>	<u>001-00-100-2579-501-6582</u>
Lodging	<u>\$1,615.00</u>	<u>001-00-100-2579-501-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$3,228.80</u>	

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

Purpose of travel: Attend AASA National Conference on Education.

Outcomes and academic benefits to students and staff: Specialized training for superintendents at conference attended by 3000+ superintendents from across the nation, including a focus on the Profile of a Graduate Process.

Submitted by: Todd Jaeger 12/21/18
Signature Date

Principal/Supervisor Michael Bayan 1/8/19
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): Roseanne Lopez Christy Sullivan SCHOOL: District Offices
JJ Letts Chris Trimble Department (opt.): School Operations

DATE(S): July 9 - July 12, 2019

ACTIVITY/EVENT: NAESP - National Association of Elementary School Principals
LOCATION: Spokane, WA

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

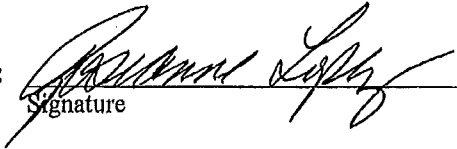
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

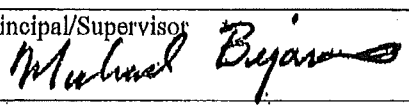
<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$2,710.00</u>	<u>140-19-100-2210-514-6360</u>
Transportation	<u>\$2,800.00</u> Mode <u>air</u>	<u>140-19-100-2210-514-6582</u>
Rental Car	_____	_____
Meals	<u>\$714.00</u>	<u>140-19-100-2210-514-6582</u>
Lodging	<u>\$1,700.00</u>	<u>140-19-100-2210-514-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$7,924.00</u>	

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

Purpose of travel: To attend the 2019 Annual Conference of NAESP (National Association of Elementary School Principals)

Outcomes and academic benefits to students and staff: Focus areas include: Innovative Strategies Through Technology and Techniques, Instructional Leadership, Arrays of Management, Ethics/Equity in Schools

Submitted by:  12/21/2018
Signature Date

Principal/Supervisor  Date 1/8/19
Associate Superintendent/Superintendent Date

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STAFF TRAVEL/CONFERENCE REQUEST

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EMPLOYEE(S): Milke Bejarano
Jon Lansa Matt Munger
Tara Bulleigh

SCHOOL: District Offices
Department (opt.): School Operations
DATE(S): July 17 - 20, 2019

ACTIVITY/EVENT: National Association of Secondary School Principals - National Principal's Conference

LOCATION: Hynes Convention Center, Boston, MA

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>\$2,725.00</u>	<u>140-19-100-2210-515-6360</u>
Transportation	<u>\$3,998.00</u> Mode <u>air/prkg/mileage</u>	<u>140-19-100-2210-515-6582</u>
Rental Car	<u>\$ 156.00 (Uber)</u>	<u>140-19-100-2210-515-6582</u>
Meals	<u>\$ 937.50</u>	<u>140-19-100-2210-515-6582</u>
Lodging	<u>\$2,514.00</u>	<u>140-19-100-2210-515-6582</u>
Substitutes	<u> </u>	<u> </u>
TOTAL	<u>\$10,330.50</u>	

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

Purpose of travel: To attend the NASSP National Principal's Conference

Outcomes and academic benefits to students and staff: To develop shared values, cultivate a culture of wellness, contribute productively to a global society, and encourage strategic, creative risk-taking.

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

Submitted by:

Signature

Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date