

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

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.L.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): Todd Jaeger Michael Bejarano
Dr. Roseanne Lopez Tassi Call
Dr. Shannon McKinney

SCHOOL: District Offices

Department (opt.): School Operations

DATE(S): October 1-4, 2019

ACTIVITY/EVENT: EdLeader21 Annual Event 2019

LOCATION: Houston, TX

ABSENCE: # Days 1 Sub Required: DYes cgjNo

of School Days Missed 1

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>\$1,797.00</u>		<u>140-19/20-100-2210-6360-514-0000</u>
	<u>\$ 599.00</u>		<u>001-00-100-2579-6360-501-0000</u>
Transportation	<u>\$2,600.00</u>	Mode	<u>140-19/20-100-2210-6582-514-0000</u>
	<u>\$ 650.00</u>		<u>001-00-100-2579-6582-501-0000</u>
Rental Car	_____		_____
Meals	<u>\$ 714.00</u>		<u>140-19/20-100-2210-6582-514-0000</u>
	<u>\$ 178.50</u>		<u>001-00-100-2579-6582-501-0000</u>
Lodging	<u>\$3,243.00</u>		<u>140-19/20-100-2210-6582-514-0000</u>
	<u>\$ 810.75</u>		<u>001-00-100-2579-6582-501-0000</u>
Substitutes	_____		_____
TOTAL	<u>\$10,592.25</u>		

The District will [D (or) will not cg] receive reimbursement from outside sources.

Purpose of travel: To attend the EdLeader21 Annual Event 2019

Outcomes and academic benefits to students and staff: The benefit of attending EdLeader21 workshops is the focus of integrating critical thinking, communication, collaboration and creativity into education.

Submitted by: _____

Signature

7/15/2019

Date

Principal/Supervisor

Date

Michelle Soygy

7/16/2019

Associate Superintendent/Superintendent

Date