



**GOVERNING BOARD AGENDA ITEM**  
**AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

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**DATE OF MEETING:**      **May 7, 2024**

**TITLE:**            **Approval of Out of State Travel**

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**BACKGROUND:**

**STAFF**

Matt Kopec requests permission to attend AVID Summer Institute 2024 on June 16-19, 2024, in Dallas, Texas. Approximate cost of travel is \$1,600.00, and will be paid using Title II funds. No school days will be missed, and no substitutes are required.

David Humphreys, Monique Berry-Kelley, Justin Chavez, Amanda Harakal, Cyra Sadowl, Bryan Minson, Andrea Veytia, and Neely Johnson request permission to attend AVID Summer Institute 2024 on June 16-19, 2024, in Dallas, Texas. Approximate cost of travel is \$20,262.00, and will be paid using Title I funds. No school days will be missed, and no substitutes are required.

Susan Steen requests permission to attend AVID Summer Institute 2024 on June 16-19, 2024, in Dallas, Texas. Approximate cost of travel is \$1,780.50, and will be paid using Maintenance & Operating funds. No school days will be missed, and no substitutes are required.

**STUDENTS**

Michael Smith, Bob Jones, Rose Marie Smith, Brittany Merrill, and Tom Taylor request permission to take 50 Ironwood Ridge High School Cross-Country students to Mt. Carmel Cross Country Invitation on September 20-22, 2024, in San Diego, California. Approximate cost of travel is \$13,470.00, and will be paid using Booster and Gifts and Donations funds.

Stephen Whetherhult and Kelly Payne request permission to take 12 Canyon del Oro High School HOSA students to HOSA International Leadership Conference on June 26-30, 2024, in Houston, Texas. Approximate cost of travel is \$14,629.00, and will be paid using Student Activities and JTED funding. No school days will be missed, and no substitutes are required.

Josh Ronstadt requests permission to take 1 Canyon del Oro High School JTED student to SkillsUSA Nationals Competition on June 26-29, 2024, in Atlanta, Georgia. Approximate cost of travel is \$8,488.55, and will be paid using JTED and Tax Credit funds. No school days will be missed, and no substitutes are required.

Gabriela Gonzalez and Nickolas Robles request permission to take 7 Prince Elementary School Odyssey of the Mind students to OM World Finals on May 21-26, 2024 in Ames, Iowa. Approximate cost of travel is \$14,273.88, and will be paid using Tax Credit and Gifts and Donations funds. No school days will be missed, and no substitutes are required.

| <b>BUDGET CODE KEY</b>        |                    |  |
|-------------------------------|--------------------|--|
| 140.24.100.2579.6582.510.0000 | Title II           | Non-Instructional Training, Employee Travel, Office of Learning & Instruction, |
| 100.24.100.2210.6360.165.0000 | Title I            | Improvement of Instruction, Employee Training, La Cima                         |
| 100.24.100.2579.6360.165.0000 | Title I            | Non-Instructional Training, Employee Training, La Cima                         |
| 100.24.100.2210.6582.165.0000 | Title I            | Improvement of Instruction, Employee Travel, La Cima                           |
| 100.24.100.2579.6582.165.0000 | Title I            | Non-Instructional Training, Employee Travel, La Cima                           |
| 001.00.100.2210.6360.280.0000 | M & O              | Improvement of Instruction, Employee Training, IRHS                            |
| 001.00.100.2210.6582.280.0000 | M & O              | Improvement of Instruction, Employee Travel, IRHS                              |
| 530.00.610.1001.6113.280.0000 | Gifts & Donations  | Classroom Instruction, Substitutes, IRHS                                       |
| 850.00.610.1001.6892.282.0000 | Student Activities | Classroom Instruction, Student Expenses, CDO                                   |
| 596.00.362.1001.6892.282.0000 | JTED               | Classroom Instruction, Student Expenses, CDO                                   |
| 850.00.410.2710.6519.282.0000 | Student Activities | Student Transportation, Student Travel, CDO                                    |
| 596.00.410.2710.6519.282.0000 | JTED               | Student Transportation, Student Travel, CDO                                    |
| 850.00.610.2190.6892.282.0000 | Student Activities | Student Support Services, Student Expenses, CDO                                |
| 596.00.362.2190.6892.282.0000 | JTED               | Student Support Services, Student Expenses, CDO                                |
| 596.00.318.1001.6892.282.0000 | JTED               | Classroom Instruction, Student Expenses, CDO                                   |
| 526.00.610.1001.6892.282.0000 | Tax Credit         | Classroom Instruction, Student Expenses, CDO                                   |
| 526.00.410.2710.6519.282.0000 | Tax Credit         | Student Transportation, Student Travel, CDO                                    |
| 596.00.318.2190.6892.282.0000 | JTED               | Student Support Services, Student Expenses, CDO                                |
| 526.00.610.2190.6892.282.0000 | Tax Credit         | Student Support Services, Student Expenses, CDO                                |
| 526.00.610.1001.6892.111.0000 | Tax Credit         | Classroom Instruction, Student Expenses, Prince                                |
| 530.00.610.1001.6892.111.0000 | Gifts & Donations  | Classroom Instruction, Student Expenses, Prince                                |
| 526.00.410.2710.6519.111.0000 | Tax Credit         | Student Transportation, Student Travel, Prince                                 |
| 530.00.410.2710.6519.111.0000 | Gifts & Donations  | Student Transportation, Student Travel, Prince                                 |
| 526.00.610.2190.6892.111.0000 | Tax Credit         | Student Support Services, Student Expenses, Prince                             |
| 530.00.610.2190.6892.282.0000 | Gifts & Donations  | Student Support Services, Student Expenses, Prince                             |


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**RECOMMENDATION:**


It is the recommendation of the administration that the above travel be approved.

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**INITIATED BY:**

  
**Matthew Munger**  
 Associate Superintendent for Secondary Education

Date: May 6, 2024

  
**Todd A. Jaeger, J.D., Superintendent**

**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): Matt Kopec \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: District Office  
 Department (opt.): Governing Board  
 DATE(S): June 16-19, 2024

ACTIVITY/EVENT: AVID 2024 Summer Institute

LOCATION: Dallas, Texas

ABSENCE: # Days 3 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>       |
|----------------|-------------------------|---|--------------------------------------|
|                |                         | <small>(Note: Tax credit contributions are District funds and require a budget code.)</small> |                                      |
| Registration   |                         |   |                                      |
| Transportation | <u>\$700.00</u>         | Mode: <u>air</u>  | <u>140.24.100.2579.6582.510.0000</u> |
| Rental Car     | _____                   |   |                                      |
| Meals          | <u>\$225.00</u>         |   | <u>140.24.100.2579.6582.510.0000</u> |
| Lodging        | <u>\$675.00</u>         |   | <u>140.24.100.2579.6582.510.0000</u> |
| <b>TOTAL</b>   | <b><u>\$1600.00</u></b> |   |                                      |

The District will  (or) will not  receive reimbursement from outside sources.  
 \* PO must be submitted and approved *prior* to travel to qualify for reimbursement.  
 Purpose of travel: To participate in AVID Summer Institute professional development.

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation and learn valuable best practice strategies to ensure rigorous implementation toward AVID district-wide.

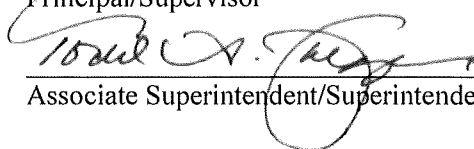
Identify which characteristics of the Portrait of Graduate are specifically related to this request.

|   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Academic Content  | <input type="checkbox"/> Caring                     | <input type="checkbox"/> Citizenship                  |
| <input checked="" type="checkbox"/> Collaboration     | <input type="checkbox"/> Communication              | <input checked="" type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input checked="" type="checkbox"/> Problem-Solving |   |

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

Submitted by: \_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Principal/Supervisor Date

  
 Associate Superintendent/Superintendent 4/29/24  
 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): Neely Johnson, Andrea Veytia, Bryan Minson \_\_\_\_\_ SCHOOL: La Cima Middle  
Cyra Sadowl, Amanda Harakal, Justin Chavez \_\_\_\_\_ Department (opt.):     
Monique Berry-Kelley, David Humphreys \_\_\_\_\_ DATE(S): June 16, -19, 2024

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: Dallas, TX

ABSENCE: # Days 0 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>  |
|----------------|---|---|
|                |   | <small>(Note: Tax credit contributions are District funds and require a budget code.)</small> |
| Registration   | <u>\$6,594.00/\$2,198.00</u>                      | <u>100.24.100.2210/2579.6360.165.0000</u>   |
| Transportation | <u>\$4,200.00/ \$1,400.00</u> Mode <u>air/car</u> | <u>100.24.100.2210/2579.6582.165.0000</u>   |
| Rental Car     | _____   | _____   |
| Mcals          | <u>\$1,590.00/\$530.00</u>                        | <u>100.24.100.2210/2579.6582.165.0000</u>   |
| Lodging        | <u>\$2,250.00/\$1500.00</u>                       | <u>100.24.100.2210/2579.6582.165.0000</u>   |
| Substitutes    | _____   | _____   |
| <b>TOTAL</b>   | <b><u>\$20, 262.00</u></b>                        |   |

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

Purpose of travel: Participation in AVID Summer Institute Professional Development

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of Avid implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation towards AVID school-wide program.

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

Submitted by: \_\_\_\_\_ 4.30.24  
 Signature Date  
 \_\_\_\_\_ 4.30.24  
 Principal/Supervisor Date  
 \_\_\_\_\_ 5/17/2024  
 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): Susan Steen  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL: IRHS  
Department (opt.): \_\_\_\_\_  
DATE(S): June 16-19, 2024

ACTIVITY/EVENT: AVID 2024 Summer Institute

LOCATION: Dallas, Texas

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>\$999.00</u>          |                 | <u>001.00.100.2210.6360.280.0000</u> |
| Transportation | <u>\$800.00</u>          | Mode <u>Air</u> | <u>001.00.100.2210.6582.280.0000</u> |
| Rental Car     | _____                    |                 | _____                                |
| Meals          | <u>\$206.50</u>          |                 | <u>001.00.100.2210.6582.280.0000</u> |
| Lodging        | <u>\$675.00</u>          |                 | <u>001.00.100.2210.6582.280.0000</u> |
| Substitutes    | _____                    |                 | _____                                |
| <b>TOTAL</b>   | <b><u>\$1,780.50</u></b> |                 |                                      |

The District will  (or) will not  receive reimbursement from outside sources.  
\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel: **To participate in AVID Summer Institute professional development.**

Outcomes and academic benefits to students and staff: **Participants will strengthen their understanding of AVID implementation and learn valuable best practice strategies to ensure rigorous implementation toward AVID district-wide.**

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Academic Content  | <input type="checkbox"/> Caring                     | <input type="checkbox"/> Citizenship                  |
| <input checked="" type="checkbox"/> Collaboration     | <input type="checkbox"/> Communication              | <input checked="" type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input checked="" type="checkbox"/> Problem-Solving |   |

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

Submitted by: Susan Steen 4/18/24  
Signature Date

[Signature] 4-22-24  
Principal/Supervisor Date

[Signature] 5/6/2024  
Associate Superintendent/Superintendent Date

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: **Ironwood Ridge High School**

ESTIMATED NUMBER OF STUDENTS: 40-50

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Boys & Girls Cross Country Team**

STAFF ADVISOR(S)/CHAPERONES: **Michael Smith, Bob Jones, Rose Marie Smith, Brittany Merrill, Tom Taylor**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: : **Mt. Carmel Cross Country Invitational. Purpose = To seek out greater competition that we cannot find locally. By seeking out greater competition we hope to build our program and support our efforts of achieving excellence.**

DESTINATION OF TRAVEL: **Morley Field, San Diego, CA**

DATES OF TRAVEL: **9/20 – 9/22/2024**

ACADEMIC BENEFITS TO STUDENTS: : **Students will be able to experience competition at a higher level which will set them up for greater success later in our season. Students will be able to run faster than they ever have as well as reflet upon how the greater competition helped them to achieve these times.**

Identify which characteristics of the Portrait of Graduate are specifically related to this event.

|                     |                   |                     |
|---------------------|-------------------|---------------------|
| X Academic Content  | X Caring          | X Citizenship       |
| X Collaboration     | X Communication   | X Creative Thinking |
| X Critical Thinking | X Problem-Solving |                     |

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval:

X Other **Mountain View Bus Tours**

Are expenses paid from any of the following accounts? Auxiliary \_\_\_\_\_ Tax Credits \_\_\_\_\_ Club Funds \_\_\_\_\_  
Parent Organization **Yes, IRTFCC Booster Club**

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

|                | APPROX. COST              | BUDGET CODE                          |
|----------------|---------------------------|--------------------------------------|
| Registration   | <u>\$500.00</u>           | <u>Booster Club</u>                  |
| Transportation | <u>\$6,270.00</u>         | <u>Booster Club</u>                  |
| Meals          | <u>Self pay</u>           | <u>                    </u>          |
| Lodging        | <u>\$6,400.00</u>         | <u>Booster Club</u>                  |
| Substitutes    | <u>\$300.00</u>           | <u>530.00.610.1001.6113.280.0000</u> |
| <b>TOTAL</b>   | <b><u>\$13,470.00</u></b> |                                      |

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? N/A

COST TO EACH STUDENT \$ \$400.00 or less

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? \_\_\_\_\_

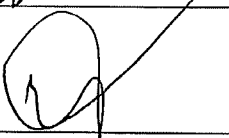
FUNDING SOURCE(S): IRTFCC Booster Club

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Track and Field Invitationals (previous years)

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

SUBMITTED BY:  4/16/2024  
Signature Date

APPROVED BY:  4-17-24  
Principal/Supervisor Date

 4/22/2024  
Associate Superintendent/Supintendent Date

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: 12

NAME OF SCHOOL GROUP/CLUB/ENTITY: HOSA

STAFF ADVISOR(S)/CHAPERONES: Stephen Whetherhult, Kelly Payne

ABSENCE: # Days 6 Sub Required:  Yes  No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: HOSA International Leadership Conference

DESTINATION OF TRAVEL: 1001 Avenida De Las Americas, Houston, TX 77010 – George R Brown Convention Center Houston, Texas

DATES OF TRAVEL: 6/26/24 – 6/30/24

ACADEMIC BENEFITS TO STUDENTS: Compete at the International level, attend workshops led by industry professionals, network with mentors and peers from around the country and world.

Identify which characteristics of the Portrait of Graduate are specifically related to this event.

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Academic Content  | <input checked="" type="checkbox"/> Caring          | <input checked="" type="checkbox"/> Citizenship       |
| <input checked="" type="checkbox"/> Collaboration     | <input checked="" type="checkbox"/> Communication   | <input checked="" type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input checked="" type="checkbox"/> Problem-Solving |   |

PROPOSED METHOD OF TRANSPORTATION: Most Students will be driving themselves, but we have reserved a mini-bus and will provide transportation for those that need it.

District-owned vehicles

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

Other Plane and Shuttle and Lyft

Are expenses paid from any of the following accounts? Auxiliary \_\_\_\_\_ Tax Credits yes Club Funds yes  
Parent Organization \_\_\_\_\_



**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

|                | APPROX. COST              | BUDGET CODE                          |
|----------------|---------------------------|--------------------------------------|
| Registration   | <u>\$1,080.00</u>         | <u>850.00.610.1001.6892.282.0000</u> |
|                | <u>\$180.00</u>           | <u>596.00.362.1001.6892.282.0000</u> |
| Transportation | <u>\$6,000.00</u>         | <u>850.00.410.2710.6519.282.0000</u> |
|                | <u>\$1,720.00</u>         | <u>596.00.410.2710.6519.282.0000</u> |
| Meals          | <u>Self Paid</u>          | <u>_____</u>                         |
|                | <u>\$ 649.00</u>          | <u>596.00.362.2190.6892.282.0000</u> |
| Lodging        | <u>\$3,000.00</u>         | <u>850.00.610.2190.6892.282.0000</u> |
|                | <u>\$2,000.00</u>         | <u>596.00.362.2190.6892.282.0000</u> |
| Substitutes    | _____                     | _____                                |
| <b>TOTAL</b>   | <b><u>\$14,629.00</u></b> |                                      |

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No  
 IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

\*\*\*\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? CTE

COST TO EACH STUDENT \$ \_\_\_\_\_

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? \_\_\_\_\_

FUNDING SOURCE(S): CTE, Club Funds

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY: Stephen Weatherholt \_\_\_\_\_ 4/22/24  
 Signature Date

APPROVED BY: Tana Bullyh \_\_\_\_\_ 4/26/24  
 Principal/Supervisor Date

Queen Urye \_\_\_\_\_ 5/2/24  
~~Associate Superintendent/Superintendent~~ Date  
 CTE Director

[Signature] \_\_\_\_\_ 5/2/24  
 Associate Superintendent/Superintendent Date

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/Architecture

STAFF ADVISOR(S)/CHAPERONES: Josh Ronstadt

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL SkillsUSA Nationals Competition

DESTINATION OF TRAVEL Westin Peachtree Plaza 210 Peachtree St. NW, Atlanta, GA 30303

DATES OF TRAVEL 6/24-6/29 2024

ACADEMIC BENEFITS TO STUDENTS: Students will use their knowledge and skills to compete against students from around the country.

Identify which characteristics of the Portrait of Graduate are specifically related to this event.

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Academic Content  | <input type="checkbox"/> Caring                     | <input checked="" type="checkbox"/> Citizenship       |
| <input type="checkbox"/> Collaboration                | <input checked="" type="checkbox"/> Communication   | <input checked="" type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input checked="" type="checkbox"/> Problem-Solving |   |

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Airline (Delta or United)

Are expenses paid from any of the following accounts? Auxiliary  Tax Credits  Club Funds   
Parent Organization \_\_\_\_\_

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

|                | APPROX. COST             | BUDGET CODE                          |
|----------------|--------------------------|--------------------------------------|
| Registration   | <u>\$400.00</u>          | <u>596.00.318.1001.6892.282.0000</u> |
|                | <u>\$800.00</u>          | <u>526.00.610.1001.6892.282.0000</u> |
| Transportation | <u>\$832.20</u>          | <u>596.00.410.2710.6519.282.0000</u> |
|                | <u>\$1,344.40</u>        | <u>526.00.410.2710.6519.282.0000</u> |
| Meals          | <u>\$333.00</u>          | <u>596.00.318.2190.6892.282.0000</u> |
|                | <u>\$ 840.00</u>         | <u>526.00.610.2190.6892.282.0000</u> |
| Lodging        | <u>\$1,158.95</u>        | <u>596.00.318.2190.6892.282.0000</u> |
|                | <u>\$2,780.00</u>        | <u>526.00.610.2190.6892.282.0000</u> |
| Substitutes    | _____                    | _____                                |
| <b>TOTAL</b>   | <b><u>\$8,488.55</u></b> |                                      |

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

\*\*\*\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? CTE

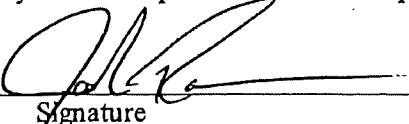
COST TO EACH STUDENT \$ 2210.74

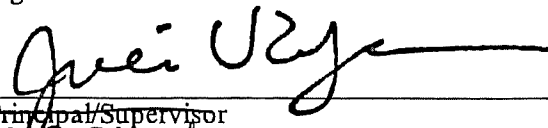
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax credits

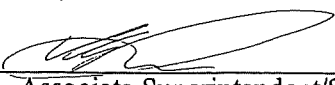
FUNDING SOURCE(S): CTE, Tax Credit

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
\_\_\_\_\_

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

SUBMITTED BY:  5/1/24  
Signature Date

APPROVED BY:  5/1/2024  
Principal/Supervisor Date  
CTE Director

 5/2/2024  
Associate Superintendent/Superintendent Date

**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: Prince Elementary

ESTIMATED NUMBER OF STUDENTS: 7

NAME OF SCHOOL GROUP/CLUB/ENTITY: Odyssey of the Mind

STAFF ADVISOR(S)/CHAPERONES: Gariela Gonzalez, Nickolas Robles

ABSENCE: # Days 6 Sub Required:  Yes  No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Compete in Odyssey of the Mind World Finals

DESTINATION OF TRAVEL: Iowa State University, Ames, Iowa

DATES OF TRAVEL: May 21-26, 2024

ACADEMIC BENEFITS TO STUDENTS: Odyssey of the Mind fosters critical thinking, problem solving and creative thinking

Identify which characteristics of the Portrait of Graduate are specifically related to this event.

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Academic Content  | <input type="checkbox"/> Caring                     | <input type="checkbox"/> Citizenship                  |
| <input type="checkbox"/> Collaboration                | <input type="checkbox"/> Communication              | <input checked="" type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input checked="" type="checkbox"/> Problem-Solving |   |

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Commercial Airline and Rental Vehicle

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>\$7,065.00</u>         | <u>526.00.610.1001.6892.111.0000</u><br><u>530.00.610.1001.6892.111.0000</u> |
| Transportation | <u>\$6,058.88</u>         | <u>526.00.410.2710.6519.111.0000</u><br><u>530.00.410.2710.6519.111.0000</u> |
| Meals          | <u>\$ 350.00</u>          | <u>526.00.610.2190.6892.111.0000</u><br><u>530.00.610.2190.6892.111.0000</u> |
| Lodging        | <u>\$ 800.00</u>          | <u>526.00.610.2190.6892.111.0000</u><br><u>530.00.610.2190.6892.111.0000</u> |
| Substitutes    | _____                     | _____  |
| <b>TOTAL</b>   | <b><u>\$14,273.88</u></b> |  |

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? Gifts and Donations

COST TO EACH STUDENT \$ 0

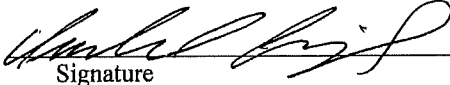
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? No cost to students

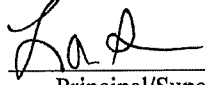
FUNDING SOURCE(S): Tax Credit and Gifts & Donations

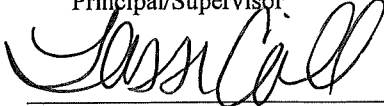
FUNDRAISING ACTIVITIES PLANNED (If applicable):

No

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

SUBMITTED BY:  5/1/24  
Signature Date

APPROVED BY:  5/1/24  
Principal/Supervisor Date

 5/1/24  
Associate Superintendent/Supintendent Date