

**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: 30

NAME OF SCHOOL GROUP/CLUB/ENTITY: Football

STAFF ADVISOR(S)/CHAPERONES: Dustin Peace, Eric Rossi, Jody Bayse, Josh Robbins, Andy Bayse,
Cory Catterson

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 7 on 7 and Big Man competition

DESTINATION OF TRAVEL: San Diego, CA

DATES OF TRAVEL: 6/21/19-6/24/19

ACADEMIC BENEFITS TO STUDENTS: The purpose of the travel is to compete in 7 on 7 and lineman
competitions at USD.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Adobe Transportation Vans, personal parent vehicles

Are expenses paid from any of the following accounts? Auxiliary no Tax Credits yes Club Funds yes
Parent Organization no

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$720.00</u>	<u>526/850-00-100-1001-282-6892</u>
Transportation	<u>\$2,200.00 (vans/gas)</u>	<u>526/850-00-100-1001-282-6519</u>
Meals	<u>\$3,000.00</u>	<u>526/850-00-100-1001-282-6892</u>
Lodging	<u>\$535.00</u>	<u>526/850-00-100-1001-282-6892</u>
Substitutes	_____	_____
TOTAL	<u>\$6,455.00</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? Room and food will be paid from club account.

COST TO EACH STUDENT \$ Students will be required to fundraise \$250 each.

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Fundraising activities for our program ads and banners will be used for kids to raise the money.

FUNDING SOURCE(S): club money and tax credit account

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Selling banners for the upcoming season

SUBMITTED BY: _____

Signature

5/9/19

Date

APPROVED BY: _____

Principal/Supervisor

Date

Associate Superintendent/Superintendent

6/3/19

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): Ethnee Taylor _____

SCHOOL: Cross Middle

Department (opt.): _____

DATE(S): 6/17/19 - 6/19/19

ACTIVITY/EVENT: W.E.B. (Where Everybody Belongs) Basic Training

LOCATION: Temecula, CA

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>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$1,895.00</u>	<u>530-00-100-2210-167-6360</u>
Transportation	<u>\$400.50</u>	Mode <u>Personal car</u> <u>530-00-100-2210-167-6582</u>
Rental Car	_____	_____
Meals	<u>Included</u>	_____
Lodging	<u>Included</u>	_____
Substitutes	_____	_____
TOTAL	<u>\$2,295.50</u>	

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

Purpose of travel: This is the W.E.B. training conference to allow for a new staff member to continue our W.E.B. program at Cross Middle School.

Outcomes and academic benefits to students and staff: W.E.B. is a transition program that supports 6th graders' arrival to a middle school campus. W.E.B. leaders run the orientation for the 6th graders and host events for them throughout the year to help with their social and emotional growth. W.E.B. also serves as a leadership class for our 8th graders, connecting our campus to the broader community through acts of service.

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

Submitted by: _____

Signature

5-30-19

Date

Principal/Supervisor

5-30-19

Date

Associate Superintendent/Superintendent

6/3/19

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): Julia Nicholson _____

SCHOOL: IRHS

Department (opt.): Interscholastic/CTE

DATE(S): June 23-27, 2019

ACTIVITY/EVENT: National Athletic Training Association Convention

LOCATION: Mandalay Bay Convention Center 3950 Las Vegas Blvd. Las Vegas, NV 89119

ABSENCE: # Days 5 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>\$250.00</u>	<u>001-00-620-2579-512-6360</u>
Transportation	_____ Mode <u>carpooling</u>	_____
Rental Car	_____	_____
Meals	<u>\$229.50</u>	<u>001-00-620-2579-512-6582</u>
Lodging	<u>\$1,760.00</u>	<u>001-00-620-2579-512-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$2,239.50</u>	

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 (ATs). Assists ATs with continuing education units that must be reached to maintain national certification and state licensure as per job requirements.

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

Submitted by:

Signature

Missi Call

Principal/Supervisor

Michael Bryan

Date

6/3/19

Date

6/3/19

**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): Jayne Huseby

SCHOOL: District Offices

Department (opt.): Language Acquisition

DATE(S): October 14-19, 2019

ACTIVITY/EVENT: WIDA (World-class Instructional Design and Assessment) Annual Conference

LOCATION: Rhode Island Convention Center - Providence, RI

ABSENCE: # Days 6 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>\$700</u>	<u>1911910022105116360</u>
Transportation	<u>\$750</u>	Mode <u>Plane/Taxi</u> <u>1912010022105116582</u>
Rental Car	_____	_____
Meals	<u>\$241.50</u>	<u>1912010022105116582</u>
Lodging	<u>\$600</u>	<u>1912010022105116582</u>
Substitutes	_____	_____
TOTAL	<u>\$2291.50</u>	

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

Purpose of travel: To attend the annual WIDA conference to learn innovative classroom strategies for teaching English Learners and then share with District ELD teachers to implement in their classrooms

Outcomes and academic benefits to students and staff: Academic improvement in the ELD classroom as well as rigorous and targeted instruction in the EL program design as it is now a 2 hour block instead of a 4 hour block

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

Submitted by: Jayne Huseby 5/22/19
Signature Date

Darlene Mansouri 5/22/19
Principal/Supervisor Date

Michael Bayar 6/3/19
Associate Superintendent/Superintendent Date