

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: 17

NAME OF SCHOOL GROUP/CLUB/ENTITY: Yearbook/Newspaper

STAFF ADVISOR(S)/CHAPERONES: Lisa Gongora - Doreen Rouille - Antony DalBianco

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: JEA National Fall Convention

DESTINATION OF TRAVEL: Boston, Massachusetts

DATES OF TRAVEL: 11/13-17/2013

ACADEMIC BENEFITS TO STUDENTS: Students will listen to keynote speakers, who are among the nation's top reporters and newsmakers, and attend relevant sessions where they can learn how to improve skills related to various aspects of journalism. Students will also have the opportunity to network with students serious about pursuing print and online media. Students will learn information and skills they can bring back to the classroom to improve the overall journalistic quality of the school's newspaper and yearbook.

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>\$1,710.00</u>	<u>526 /850-00-100-3400-280-6892</u>
Transportation	<u>\$10,800.00</u>	<u>526/850-00-100-3400-280-6519</u>
Meals	<u>\$2,250.00</u>	<u>526/850-00-100-3400-280-6892</u>
Lodging	<u>\$2,800.00</u>	<u>526/850-00-100-3400-280-6892</u>

Substitutes **\$600.00**

**530-00-100-3400-280-6113**

TOTAL **\$18,160.00**

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **No**  
IF SO, SOURCE & AMOUNTS: **Club Funds**

HOW ARE CHAPERONE EXPENSES PAID? **Yearbook**

COST TO EACH STUDENT \$ **1,100.00**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **The clubs plan to have fundraisers throughout the year in order to offset the costs for low income families.**

FUNDING SOURCE(S): **Club and TAX Credit**

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
**Candy bar sales**

SUBMITTED BY: *Rise Gongora* , 8/30/13  
Signature Date

APPROVED BY: *Maria O...* 9.3.13  
Principal/Supervisor Date

*Manuel...* 9/5/13  
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**

SCHOOL: **IRHS**

ESTIMATED NUMBER OF STUDENTS: 35

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Encore Show Choir**

STAFF ADVISOR(S)/CHAPERONES: **Teresa Irwin, Melanie Hufford, Mark Hodge, Ann Paulson**

ABSENCE: # Days 5 Sub Required:  Yes  No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Participation in Heritage Festival at Disneyland**

DESTINATION OF TRAVEL: **Anaheim, California**

DATES OF TRAVEL: **March 19 - 23, 2014**

ACADEMIC BENEFITS TO STUDENTS: **Encore will have the opportunity to compete in a positive and educationally meaningful festival experience with professional adjudicators. There will be written and recorded comments and a personalized educational clinic conducted by a designated adjudicator. Students will also have the opportunity to view and critique other groups. Ensembles are given the chance to perform, practice and learn in an amazing professional environment. The students will be participating in an adjudicated performance and clinic as part of a Festival Program.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other **Charter Bus**

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	<b><u>13160.00</u></b>	<b><u>526/850-00-100-3400-280-6892</u></b>
Transportation	<b><u>4330.00</u></b>	<b><u>526/850-00-100-3400-280-6519</u></b>
Meals	<b><u>4000.00</u></b>	<b><u>526/850-00-100-3400-280-6892</u></b>

Lodging included in registration fee \_\_\_\_\_  
Substitutes 0 \_\_\_\_\_  
TOTAL 21490.00

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

HOW ARE CHAPERONE EXPENSES PAID? self

COST TO EACH STUDENT \$ 575.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Fundraising, tax credit donations

FUNDING SOURCE(S): club funds, tax credit

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
Butter Braids, Car Wash, Candy Sales, IRHS Blanket Sales

SUBMITTED BY: Jessica Irwin \_\_\_\_\_ 9/6/13  
Signature Date

APPROVED BY: Michelle Taylor \_\_\_\_\_ 9.6.13  
Principal/Supervisor Date

Mark Hill \_\_\_\_\_ 9/11/13  
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): Mandi Hering \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL: IRHS  
Department (opt.): Social Studies  
DATE(S): 10/1-3/2013

ACTIVITY/EVENT: CEE National Conference  
LOCATION: Baltimore, MD

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>Paid by T.R. Brown Foundation</u>	_____
Transportation	<u>Paid by T.R. Brown Foundation</u>	Mode _____
Rental Car	_____	_____
Meals	<u>Paid by T.R. Brown Foundation</u>	_____
Lodging	<u>Paid by T.R. Brown Foundation</u>	_____
Substitutes	<u>\$300.00</u>	<u>530-00-100-1001-280-6113</u>
TOTAL	<u>\$300.00</u>	

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

Purpose of travel: Council for Economic Education's Conference

Outcomes and academic benefits to students and staff: The Council for Economic Education's Conference is a nationwide annual gathering of educators including K-12 teachers, college and university professors and Federal Reserve partners. The conference features a diverse selection of presentations, workshops and events to enable educators to raise the levels of economic and financial literacy among K-12 students. It also features the latest in curriculum development, instructional materials, teaching strategies, new programs and best practices; outstanding speakers on current economic and financial topics; hands-on technology education sessions; networking opportunities; and teacher roundtables to discuss shared issues, accomplishments, challenges and opportunities.

Submitted by: [Signature] \_\_\_\_\_ Date 9/6/13  
Signature Date  
[Signature] \_\_\_\_\_ Date 9/6/13  
Principal/Supervisor Date

*Thomas Keller*

Associate Superintendent/Superintendent

*9/18/13*

Date

rev. 9/21/05

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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): Cymry DeBoucher  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: CDO  
 Department (opt.): IB Film  
 DATE(S): October 18-21, 2013

ACTIVITY/EVENT: International Baccalaureate Workshop (IB)

LOCATION: Los Angeles Airport Marriott, California

ABSENCE: # Days 3 Sub Required:  Yes  No # 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>\$699.00</u>	<u>140-14-100-2210-510-6360</u>
Transportation	<u>\$500.00</u> Mode <u>Airline</u>	<u>140-14-100-2210-510-6582</u>
Rental Car	_____	_____
Meals	<u>\$177.00</u>	<u>140-14-100-2210-510-6582</u>
Lodging	<u>\$525.00</u>	<u>140-14-100-2210-510-6582</u>
Substitutes	<u>\$75.00</u>	<u>140-14-100-2210-510-6113</u>
TOTAL	<u>\$1976.00</u>	

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

Purpose of travel: IB training for Level 2 Film

Outcomes and academic benefits to students and staff: This workshop will provide further skills for students in the area of film at a higher level of academic progress with an emphasis on IB Internal and External Assessments.

Submitted by: Cymry DeBoucher 9/9/13  
 Signature Date  
Paul DeBoucher 9/11/13  
 Principal/Supervisor Date  
Jamie Wilson 9/18/13  
 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): David Thatcher  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: CDO  
 Department (opt.): \_\_\_\_\_  
 DATE(S): Dec 13-17, 2013

ACTIVITY/EVENT: NIAAA National Athletic Director's Conference

LOCATION: Anaheim, CA

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


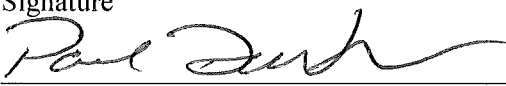
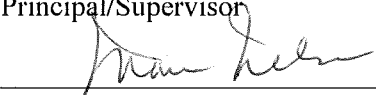
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$410.00</u>		<u>001.00.620.2210.512.6360</u>
Transportation	<u>\$375.00</u>	Mode <u>Air</u>	<u>525.00.620.3400.282.6582</u>
Rental Car	_____		_____
Meals	<u>\$266.00</u>		<u>525.00.620.3400.282.6582</u>
Lodging	<u>\$675.00</u>		<u>525.00.620.3400.282.6582</u>
Substitutes	_____		_____
TOTAL	<u>\$1726.00</u>		

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

Purpose of travel: To attend the NFHS/NIAAA National Athletic Dir. Conference

Outcomes and academic benefits to students and staff: Completion of coursework and workshops in safety, budget and other areas of athletics.

Submitted by:  9/11/13  
 Signature Date  
 9/11/13  
 Principal/Supervisor Date  
 9/11/13  
 Associate Superintendent/Superintendent Date



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EMPLOYEE(S): Joseph Paddock

SCHOOL: District Offices

Department (opt.): Interscholastics

DATE(S): Dec 13-17, 2013

ACTIVITY/EVENT: NIAAA National Athletic Director's Conference

LOCATION: Anaheim, CA

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>
Registration	<u>\$410.00</u>	<u>001.00.620.2210.512.6360</u>
Transportation	<u>\$375.00</u> Mode <u>Air</u>	<u>001.00.620.2325.512.6582</u>
Rental Car	<u>\$175.00</u>	<u>001.00.620.2325.512.6582</u>
Meals	<u>\$266.00</u>	<u>001.00.620.2325.512.6582</u>
Lodging	<u>\$675.00</u>	<u>001.00.620.2325.512.6582</u>
Substitutes	_____	_____
TOTAL	<u>\$1901.00</u>	

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

Purpose of travel: To attend the NFHS/NIAAA National Athletic Dir. Conference

Outcomes and academic benefits to students and staff: Completion of coursework and workshops in safety, budget and other areas of athletics.

Submitted by: Joseph Paddock 9/5/13  
Signature Date

\_\_\_\_\_  
Principal/Supervisor Date  
Travis Wells 9/18/13  
Associate Superintendent/Superintendent Date