

**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: Wilson K-8

ESTIMATED NUMBER OF STUDENTS: 130

NAME OF SCHOOL GROUP/CLUB/ENTITY: Middle school band, orchestra, choir

STAFF ADVISOR(S)/CHAPERONES: Lorena Cote, Katherine Tarro, Brian Potter, Linda Herrera, Jim Childres, Christian Hill, Adrian Hannah, Andrew Lepore, Chuck Wilson, Charles Parker, Jeff Dunham, David Knight, Chuck Gibson, Jennifer Nunn, Patti Carson, Linda Lambie, John Degnan, Kayla Lawson, David Rife, Mellissa Gage, Alex Vigil, Marje Brecht, Joseph Dunn.

ABSENCE: # Days 4 Sub Required: ☒ Yes ☐ No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Music in the Parks Festival Competition

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: March 12-15, 2015

ACADEMIC BENEFITS TO STUDENTS: Students will receive ratings and comments from professional judges and represent Wilson and Amphitheater School District in a competition for placement.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Project Exploration

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>\$60,225</u>	<u>525/526 00 100 1001 168 6892</u>
Transportation	<u> </u>	<u> </u>
Meals	<u> </u>	<u> </u>
Lodging	<u> </u>	<u> </u>
Substitutes	<u> </u>	<u> </u>
TOTAL	<u>\$60,225</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? By chaperones

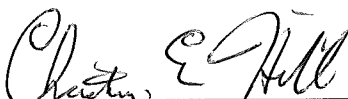
COST TO EACH STUDENT \$ \$365

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

FUNDING SOURCE(S): Payments made by parents


FUNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY: _____


Signature

8/22/14
Date

APPROVED BY: _____


Principal/Supervisor

8/22/14
Date



Associate Superintendent/Superintendent

8/28/14
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): Lacy Mendoza _____
Cymry DeBoucher _____

SCHOOL: CDO
Department (opt.): _____
DATE(S): 9/26/14-9/29/14

ACTIVITY/EVENT: IB Category 2 Workshop - Visual Arts

LOCATION: Denver, CO

ABSENCE: # Days 4 Sub Required: ☒ Yes ☐ No # of School Days Missed 2

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>1458.00</u>	<u>140-15-100-2210-510-6360</u>
Transportation	<u>800.00</u> Mode <u>airline</u>	<u>140-15-100-2210-510-6582</u>
Rental Car	<u>140.00 (Ground transportation)</u>	<u>140-15-100-2210-510-6582</u>
Meals	<u>246.00</u>	<u>140-15-100-2210-510-6582</u>
Lodging	<u>600.00</u>	<u>140-15-100-2210-510-6582</u>
Substitutes	<u>300.00</u>	<u>140-15-100-2210-510-6113</u>
TOTAL	<u>3544.00</u>	

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

Purpose of travel: Training in Visual Arts in order to teach the IB Visual Arts at CDO and meet the International Baccalaureate Programme requirements.

Outcomes and academic benefits to students and staff: Academic subject depth and preparedness for rigorous broad and balanced, yet academically demanding programme of study with the development of critical-thinking and reflective skills for student achievement.

Submitted by:

Signature

8/18/14

Date

Principal/Supervisor

8/20/14

Date

Associate Superintendent/Superintendent

8/27/14

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): Dianna Kuhn
Laurie Osterman
Jessica Blaire

SCHOOL: Rio Vista
Department (opt.): _____
DATE(S): 10/19/14-10/22/14

ACTIVITY/EVENT: No Excuses University National Conference

LOCATION: Las Vegas, Nevada

ABSENCE: # Days 4 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>1350.00</u>	<u>100.15.100.2210.117.6360</u>
Transportation	<u>1350.00</u> Mode <u>Air</u>	<u>100.15.100.2210.117.6582</u>
Rental Car	_____	_____
Meals	<u>600.00</u>	<u>100.15.100.2210.117.6582</u>
Lodging	<u>900.00</u>	<u>100.15.100.2210.117.6582</u>
Substitutes	<u>450.00</u>	<u>100.15.100.2210.117.6113</u>
TOTAL	<u>4650.00</u>	

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

Purpose of travel: The Principal of an NEU school must attend a conference every 2 years and did not attend last year. Taking these two teachers will help to sustain our 6 Exceptional Systems by creating new teacher leadership.

Outcomes and academic benefits to students and staff: Build teacher leadership and learn new ideas for sustaining the ideals, beliefs and practices of a No Excuses University school.

Submitted by: Dianna Kuhn 8-26-14
Signature Date

Dianna Kuhn 8-26-14
Principal/Supervisor Date

John Nelson 8/28/14
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): Cymry DeBoucher _____

SCHOOL: CDO

Department (opt.): _____

DATE(S): 10/30/14-11/3/14

ACTIVITY/EVENT: IB Category 2 Workshop - Film

LOCATION: Miami, FL

ABSENCE: # Days 5 Sub Required: ☒ Yes ☐ No

of School Days Missed 3

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

(Note: Tax credit contributions are District funds and require a budget code.)

Registration	<u>729.00</u>		<u>140-15-100-2210-510-6360</u>
Transportation	<u>700.00</u>	Mode <u>airline</u>	<u>140-15-100-2210-510-6582</u>
Rental Car	<u>90.00 (shuttle)</u>		<u>140-15-100-2210-510-6582</u>
Meals	<u>189.00</u>		<u>140-15-100-2210-510-6582</u>
Lodging	<u>950.00</u>		<u>140-15-100-2210-510-6582</u>
Substitutes	<u>225.00</u>		<u>140-15-100-2210-510-6113</u>
TOTAL	<u>2883.00</u>		

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

Purpose of travel: Training in Film in order to teach the IB Film at CDO and meet the International Baccalaureate Programme requirements.

Outcomes and academic benefits to students and staff: Academic subject depth and preparedness for rigorous broad and balanced, yet academically demanding programme of study with the development of critical-thinking and reflective skills for student achievement.

Submitted by:

Signature

8/21/14

Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date