

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: 10

NAME OF SCHOOL GROUP/CLUB/ENTITY: Canyon Cagers - Girls Basketball

STAFF ADVISOR(S)/CHAPERONES: Staff (Kent Senzee, Tim Lewis) Chaperone Mom(Michelle Hoyer)

ABSENCE: # Days 5 Sub Required: ☐ Yes ☒ No # of School Days Missed n/a

ACTIVITY / EVENT / PURPOSE OF TRAVEL: San Diego Classic Basketball Tournament

DESTINATION OF TRAVEL: San Diego, CA

DATES OF TRAVEL: July 17-21 2013

ACADEMIC BENEFITS TO STUDENTS: Team bonding/unity while playing different competition from schools across the nation

PROPOSED METHOD OF TRANSPORTATION:

☒ District-owned vehicles

Transportation approval: _____

☒ Other parents

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$495</u>	<u>525/850/526-00-620-1001-282-6892</u>
Transportation	<u>\$900</u>	<u>530-00-620-3400-282-6515</u>
Meals	_____	_____
Lodging	<u>\$1800</u>	<u>525/850/526-00-620-1001-282-6892</u>
Substitutes	_____	_____

TOTAL

\$3195

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

HOW ARE CHAPERONE EXPENSES PAID? self paid

COST TO EACH STUDENT \$ 100

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? scholarship if necessary

FUNDING SOURCE(S): tax credits and club funds

FUNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY:

Kent Senzoe
Signature

5-28-13
Date

APPROVED BY:

D. L. H. H.
Principal/Supervisor

5/28/13
Date

[Signature]
Associate Superintendent/Supintendent

5/29/13
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): Jospeh DeWees _____

SCHOOL: IRHS

Department (opt.): _____

DATE(S): 6/24-28/2013

ACTIVITY/EVENT: AP Conference - Environmental Sceince

LOCATION: Monterery, CA

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>\$850.00</u>	<u>140-13-100-2210-510-6360</u>
Transportation	<u>\$714.60</u> Mode <u>Air</u>	<u>140-13-100-2210-510-6582</u>
Rental Car	_____	_____
Meals	<u>included in lodging</u>	_____
Lodging	<u>\$360.00</u>	<u>140-13-100-2210-510-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$1,924.60</u>	

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

Purpose of travel: Will be teaching AP Environmental Science for the 2013-2014 school yaer.

Outcomes and academic benefits to students and staff: _____

Submitted by: Joseph DeWees 5/28/13
Signature Date
Michael A. Zering 5/28/13
Principal/Supervisor Date
Ronnie Nelson 5/29/13
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.

EMPLOYEE(S): Kathy Sheppard
Steve Frost
Becky Longoni

SCHOOL: District Offices

Department (opt.): Finance

DATE(S): October 29-31, 2013

ACTIVITY/EVENT: SunGard Public Sector 2013 Client Conference

LOCATION: San Antonio, Texas

ABSENCE: # Days 3 Sub Required: ☐ Yes ☒ No # of School Days Missed n/a

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>1875.00</u>	<u>530-00-100-2579-520-6360</u>
Transportation	<u>1200.00</u> Mode <u>air</u>	<u>530-00-100-2579-520-6582</u>
Rental Car	_____	_____
Meals	<u>240.00</u>	<u>530-00-100-2579-520-6582</u>
Lodging	<u>1620.00</u>	<u>530-00-100-2579-520-6582</u>
Substitutes	_____	_____
TOTAL	<u>4935.00</u>	

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

Purpose of travel: Travel to SunGard Public Sector 2013 Client Conference

Outcomes and academic benefits to students and staff: To find the tools, strategies, and answers to Amphitheater's computer needs and to learn to maximize the use of our SunGard Public Sector products.

Submitted by: [Signature] 5/29/13
Signature Date
[Signature] 5/29/13
Principal/Supervisor Date
[Signature] 5/29/13
Associate Superintendent/Supintendent Date