

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: IRHS Wrestling Team

STAFF ADVISOR(S)/CHAPERONES: Joe Kline, Dan Rokop, Lance Scott,

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Raul Huerta Wrestling Tournament

DESTINATION OF TRAVEL: Monroe Valley, CA

DATES OF TRAVEL: December 20-23, 2018

ACADEMIC BENEFITS TO STUDENTS: We currently have about 12 wrestlers in college who have benefited from these types of tournaments by receiving financial aid. This is the type of tournament that college coaches pay attention to and attend. The students will be able to compete against other students from the southwest U.S.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Enterprise Rental -520-888-8108

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>\$400.00</u>	<u>526/850-00-100-1001-280-6892</u>
Transportation	<u>\$1,600.00</u>	<u>526/850-00-410-2790-280-6519</u>
Meals	<u>0</u>	<u>Self-paid</u>
Lodging	<u>\$3,024.00</u>	<u>526/850-00-100-1001-280-6892</u>

Substitutes 0
TOTAL \$5,024.00

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

HOW ARE CHAPERONE EXPENSES PAID? Included in student cost, except for food, which will be self paid.

COST TO EACH STUDENT \$ \$60-\$75

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Parent booster club will be willing to pay for any student who needs financial assistance.

FUNDING SOURCE(S): Tax Credit, booster club, student club.

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Mister Car Wash, Jim Click,

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

SUBMITTED BY: Joseph Kline 10/24/18
Signature Date

APPROVED BY: [Signature] 10/25/18
Principal/Supervisor Date

Michael Byars 11/7/18
Associate Superintendent/Superintendent Date

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ORIGINAL SUBMISSION

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL

SCHOOL: La Cima

ESTIMATED NUMBER OF STUDENTS: 75

NAME OF SCHOOL GROUP/CLUB/ENTITY: La Cima Middle School Music Department

STAFF ADVISOR(S)/CHAPERONES: Keith Koster, Andrea Steele, Betsy Gardner, Andragayle Pye, Sharon Lopez, Cecilia Amrhein, Jilliane Lewis, and Heather Christensen.

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Forum Music Festival

DESTINATION OF TRAVEL: Fullerton College ; Fullerton, CA

DATES OF TRAVEL: April 25-27, 2019

ACADEMIC BENEFITS TO STUDENTS: National music festival experience permits students to better understand their progress and appropriate musical standards for their grade and experience level. Students build team work, improve their musical skills and their confidence. Students have the opportunity to hear one another, as well as ensemble from other schools attending the festival. Each group will present a performance for evaluation by nationally known adjudicators.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Charter buses: Mountain View Tours

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>\$13,050.00</u>	<u>525/526-00-100-1001-165-6892</u>
Transportation	<u>\$8,700.00</u>	<u>525/526-00-100-1001-165-6519</u>
Meals	<u>\$350.00</u>	<u>525/526-00-100-1001-165-6892</u>

Lodging	<u>\$0.00</u>	_____
Substitutes	<u>\$440.00</u>	<u>525-00-100-1001-165-6113</u>
TOTAL	<u>\$22,540.00</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? Self


COST TO EACH STUDENT \$ \$225.00


HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Forum Festival scholarships, tax credit donations, La Cima scholarships, and club funds.

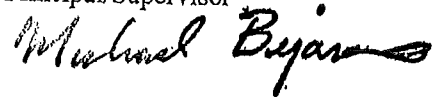
FUNDING SOURCE(S): Tax credit donations, student family contributions, and fundraising.

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Car washes, walk-a-thon, butterbraid sales, and crowd funding.

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

SUBMITTED BY:  10.16.18
 Signature Date

APPROVED BY:  10-16-18
 Principal/Supervisor Date

 11/7/18
 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): Janet Ellis

SCHOOL: District Offices
 Department (opt.): Payroll
 DATE(S): 4/24/19 - 4/26/19

ACTIVITY/EVENT: Engage 2019 New Encounters

LOCATION: Las Vegas, NV

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>800.00</u>	<u>001-00-100-2579-520-6360</u>
Transportation <u>248.50</u> Mode <u>Air</u>	<u>001-00-100-2579-520-6582</u>
Rental Car <u>35.00 Shuttle</u>	<u>001-00-100-2579-520-6582</u>
Meals <u>76.50</u>	<u>001-00-100-2579-520-6582</u>
Lodging <u>Included</u>	_____
Substitutes _____	_____
TOTAL <u>1,160.00</u>	

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

Purpose of travel: Novatime User Conference - time keeping system

Outcomes and academic benefits to students and staff: To better understand key features of the Novatime system that will ensure our workforce processes are efficient and effective. Gain more knowledge of payroll compliance issues.

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

Submitted by: Janet Ellis 10-29-18
 Signature Date
Scott Al 11/7/18
 Principal/Supervisor Date
Michael Byrnes 11/7/18
 Associate Superintendent/Supervisor Date