

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: **8**

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Advanced Newspaper Staff**

STAFF ADVISOR(S)/CHAPERONES: **Doreen Rouille and James Eldridge**

ABSENCE: # Days **5** Sub Required:  Yes  No # of School Days Missed **2**

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **National JEA (Journalism Education Association) Convention**

DESTINATION OF TRAVEL: **Orlando, FL**

DATES OF TRAVEL: **11/11 - 11/15/2015**

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. Students will also have the opportunity to compete in the National Write Off Competition.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other **Airplane**

Are expenses paid from any of the following accounts? Auxiliary No Tax Credits Yes Club Funds Yes  
Parent Organization \_\_\_\_\_

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	<b><u>\$920</u></b>	<b><u>526/850-00-100-1001-280-6892</u></b>
Transportation	<b><u>\$3640</u></b>	<b><u>526/850-00-100-1001-280-6519</u></b>
Meals	<b><u>\$600</u></b>	<b><u>526/850-00-100-1001-280-6892</u></b>

Lodging	<u>\$1649.40</u>	<u>526/850-00-100-1001-280-6892</u>
Substitutes	<u>\$216</u>	<u>530-00-100-3400-280-6113</u>
TOTAL	<u>\$7025.40</u>	

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


HOW ARE CHAPERONE EXPENSES PAID? Club Funds

COST TO EACH STUDENT \$ \$700


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

FUNDING SOURCE(S): \_\_\_\_\_


FUNDRAISING ACTIVITIES PLANNED (If applicable):  
Chipotle Night; Car Washes

SUBMITTED BY:   
 Signature

9/15/2015  
 Date

APPROVED BY:   
 Principal/Supervisor

9/15/15  
 Date

  
 Associate Superintendent/Superintendent

9/29/15  
 Date

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: AHS

ESTIMATED NUMBER OF STUDENTS: 10

NAME OF SCHOOL GROUP/CLUB/ENTITY: JROTC

STAFF ADVISOR(S)/CHAPERONES: Tom Dimmick

ABSENCE: # Days 5 Sub Required:  Yes  No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: JROTC National Drill Competition

DESTINATION OF TRAVEL: San Antonio, TX

DATES OF TRAVEL: 3-7 Feb, 2016

ACADEMIC BENEFITS TO STUDENTS: Students develop focus and team building

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other US Army

Are expenses paid from any of the following accounts? Auxiliary \_\_\_\_\_ Tax Credits \_\_\_\_\_ Club Funds   
Parent Organization JROTC

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	<u>250</u>	<u>NA</u>
Transportation	<u>7,650</u>	<u>NA</u>
Meals	<u>3,500</u>	<u>NA</u>
Lodging	<u>3,000</u>	<u>NA</u>
Substitutes	<u>0</u>	<u>NA</u>
TOTAL	<u>14,400</u>	

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

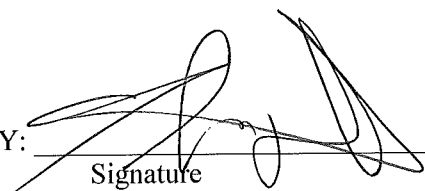
HOW ARE CHAPERONE EXPENSES PAID? **JROTC budget**

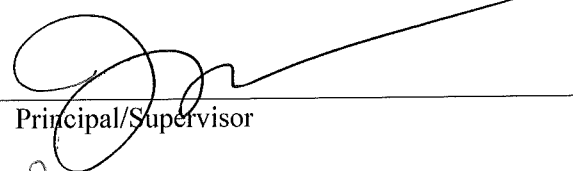
COST TO EACH STUDENT \$ **50**

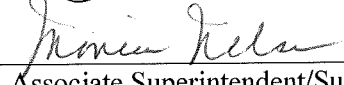
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Cadets can earn trip fees by participating in JROTC Renaissance Fair Fund Raiser.**

FUNDING SOURCE(S): **JROTC Club fund and Flowing Wells School District**

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
**Renaissance Fair**

SUBMITTED BY:  \_\_\_\_\_ Date 9/18/15  
Signature

APPROVED BY:  \_\_\_\_\_ Date 9/18/15  
Principal/Supervisor

 \_\_\_\_\_ Date 9/29/15  
Associate Superintendent/Superintendent

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: JROTC

STAFF ADVISOR(S)/CHAPERONES: Tom Dimmick

ABSENCE: # Days 5 Sub Required:  Yes  No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: JROTC National Drill Competition

DESTINATION OF TRAVEL: San Antonio, TX

DATES OF TRAVEL: 3-7 Feb, 2016

ACADEMIC BENEFITS TO STUDENTS: Students develop focus and team building

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other US Army

Are expenses paid from any of the following accounts? Auxiliary \_\_\_\_\_ Tax Credits \_\_\_\_\_ Club Funds x  
Parent Organization JROTC

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	<u>250</u>	<u>NA</u>
Transportation	<u>7,650</u>	<u>NA</u>
Meals	<u>3,500</u>	<u>NA</u>
Lodging	<u>3,000</u>	<u>NA</u>
Substitutes	<u>0</u>	<u>NA</u>
TOTAL	<u>14,400</u>	

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

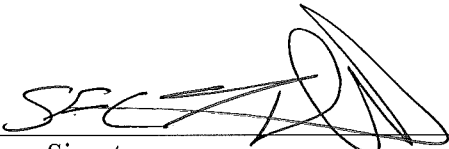
HOW ARE CHAPERONE EXPENSES PAID? JROTC budget


COST TO EACH STUDENT \$ 50

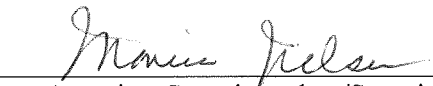
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Cadets can earn trip fees by participating in JROTC Renaissance Fair Fund Raiser.

FUNDING SOURCE(S): JROTC Club fund and Flowing Wells School District

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
Renaissance Fair

SUBMITTED BY:  9/18/15  
Signature Date

APPROVED BY:  9/23/15  
Principal/Supervisor Date

 9/29/15  
Associate Superintendent/Supervisor Date

**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: 10

NAME OF SCHOOL GROUP/CLUB/ENTITY: JROTC

STAFF ADVISOR(S)/CHAPERONES: Tom Dimmick

ABSENCE: # Days 5 Sub Required:  Yes  No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: JROTC National Drill Competition

DESTINATION OF TRAVEL: San Antonio, TX

DATES OF TRAVEL: 3-7 Feb, 2016

ACADEMIC BENEFITS TO STUDENTS: Students develop focus and team building

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other US Army

Are expenses paid from any of the following accounts? Auxiliary \_\_\_\_\_ Tax Credits \_\_\_\_\_ Club Funds   
Parent Organization JROTC

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	<u>250</u>	<u>NA</u>
Transportation	<u>7,650</u>	<u>NA</u>
Meals	<u>3,500</u>	<u>NA</u>
Lodging	<u>3,000</u>	<u>NA</u>
Substitutes	<u>0</u>	<u>NA</u>
TOTAL	<u>14,400</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? **JROTC budget**

COST TO EACH STUDENT \$ **50**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Cadets can earn trip fees by participating in JROTC Renaissance Fair Fund Raiser.**

FUNDING SOURCE(S): **JROTC Club fund and Flowing Wells School District**

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
**Renaissance Fair**

SUBMITTED BY: \_\_\_\_\_

Signature

9/18/15  
Date

APPROVED BY: \_\_\_\_\_

Principal/Supervisor

9/21/15  
Date

\_\_\_\_\_  
Associate Superintendent/Superintendent

9/28/15  
Date



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: Harelson

ESTIMATED NUMBER OF STUDENTS: 60

NAME OF SCHOOL GROUP/CLUB/ENTITY: Harelson 6<sup>th</sup> Grade

STAFF ADVISOR(S)/CHAPERONES: Claudia Zimmer, Kristen Buckwalter, Diana Walker, Karen Olson, Melissa Ward, Kelly Schoof, Debbie Kring, Caryn Wall, Robyn Anderson, Sara Hernandez, Kim McDole, Maria Thomas, Justina Ornelas, Erin Whatton, Brock Dieterle, Chris Cardinal, Lisa Payne, Elyse Hammet, Laura Burmood, Sarah Giron, Emily Delperdang, Michele Vogler, Shana Garrett, Dawn Porter, Cindy Felix, Jennifer Walker

ABSENCE: # Days 2.5 Sub Required:  Yes  No # of School Days Missed 2.5

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 6<sup>th</sup> grade San Diego Science Trip

DESTINATION OF TRAVEL: San Diego, CA

DATES OF TRAVEL: February 22-24, 2016

ACADEMIC BENEFITS TO STUDENTS: The students will gain hands on knowledge about oceanography including the following: Explain the composition, properties, and structures of the ocean's zones and layers, analyze the effects that bodies of water have on the climate of a region, and describe ways scientists explore the Earth's atmosphere and bodies of water. Students will learn about the ocean biome and participate in the scientific classification of sea life, as well as, participate in a dissection of fish. Students will complete a daily journal and solve Oceanography Puzzles throughout the trip. Students will compete in seeking out specific information at Scripps and Sea World regarding aquatic and sea life.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Chartered Busses through 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>\$25,800</u>	<u>525/526-00-100-1001-107-6892</u>

Transportation	<u>included</u>	_____
Meals	<u>included</u>	_____
Lodging	<u>included</u>	_____
Substitutes	<u>n/a</u>	_____
TOTAL	<u>\$25,800</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? N/A  
 IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? Chaperones are responsible for their expenses.

COST TO EACH STUDENT \$ \$430.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? partial fee waivers will be made available through extra Tax Credit designations toward this trip.

FUNDING SOURCE(S): Parent/Guardian, Tax Credit

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
None

SUBMITTED BY: Claudia A. Zimmer 9-11-15  
 Signature Date

APPROVED BY: Diana Walker 9.11.15  
 Principal/Supervisor Date

*Travis Helan*

Associate Superintendent/Superintendent

9/28/15

Date

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: Cross Middle

ESTIMATED NUMBER OF STUDENTS: 50

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross Middle School Social Studies Department

STAFF ADVISOR(S)/CHAPERONES: Lisa DaDeppo, Brian Post, Jennifer Jones, John Fife, Renee Lustenberger, Valerie Wirth, Andy Heinemann, Nicole Gaudioso, and Shannon Haskins

ABSENCE: # Days 6 Sub Required:  Yes  No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: To visit national and historic sites in conjunction with the 8<sup>th</sup> grade history and civics curriculum.

DESTINATION OF TRAVEL: Washington DC; Williamsburg, VA

DATES OF TRAVEL: March 10, 2016 - March 15, 2016

ACADEMIC BENEFITS TO STUDENTS: The 8<sup>th</sup> grade social studies curriculum focuses on World War II through modern times, as well as Civics, a test of which is now required by the state. This trip will highlight a number of key sites in Washington DC that will support that instruction; tours of the US Capitol, the US Supreme Court, Embassy Row, Arlington National Cemetery, the Marine Corp War Memorial, National Archives, the Smithsonian Museum of American History, and the Holocaust Museum. Students will also spend some time in Colonial Williamsburg, which will reinforce their 5<sup>th</sup> & 7<sup>th</sup> grade curriculum, early colonial America. This visit will also allow students to make solid connections to the curriculum when they see these standards again in high school. The competitive component of this trip will include an essay writing contest for an opportunity to lay a wreath at the Tomb of the Unknown Soldier at Arlington National Cemetery, as well as a Smithsonian Scavenger Hunt.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Domestic airline and charter buses as provided by the travel company as part of the package

Are expenses paid from any of the following accounts? Auxiliary Yes Tax Credits Yes Club Funds \_\_\_\_\_  
Parent Organization \_\_\_\_\_

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	<u>\$76,500.00</u>	<u>525-00-100-1001-167-6892</u> <u>526-00-100-1001-167-6892</u>
Transportation	<u>Included</u>	_____
Meals	<u>Included</u>	_____
Lodging	<u>Included</u>	_____
Substitutes	<u>500.00</u>	<u>525-00-100-1001-167-6113</u> <u>526-00-100-1001-167-6113</u>
TOTAL	<u>\$77,000.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No  
IF SO, SOURCE & AMOUNTS: N/A

HOW ARE CHAPERONE EXPENSES PAID? Chaperone travel, lodging, and meal expenses are paid as part of the total package, with 1 chaperone per 9 students. Chaperones will pay for all other personal expenses on their own.

COST TO EACH STUDENT \$ 1,530.00

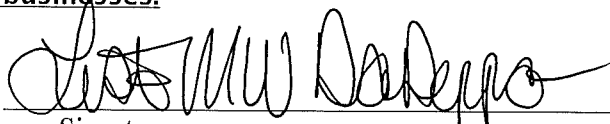
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? We will be making financial assistance available to students in need based upon money available and the depth of need. (See fundraising below.)

FUNDING SOURCE(S): Student families, donations from local businesses, fund-raising activities, and tax credits.

FUNDRAISING ACTIVITIES PLANNED (If applicable):

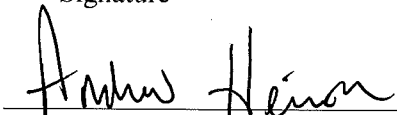
Parents of a student interested in this trip, who are also local business owners, have expressed interest in helping raise additional funds for this trip for those who may find it difficult to participate financially otherwise. The social studies department, in a cross-curriculum exercise with our language arts department, has also decided to teach students how to organize around a cause, which would include effectively writing letters explaining our trip and soliciting donations from other local businesses.

SUBMITTED BY:

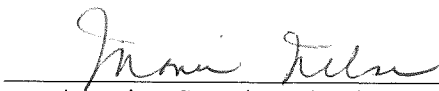
  
Signature

9/18/15  
Date

APPROVED BY:

  
Principal/Supervisor

9-18-15  
Date

  
Associate Superintendent/Supervisor

9/28/15  
Date

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: 100

NAME OF SCHOOL GROUP/CLUB/ENTITY: Wilson Band, Orchestra and Choir

STAFF ADVISOR(S)/CHAPERONES: Christian Hill, Ben Iniguez, Adrian Hannah, Brandi Dignum, Jennifer Halthous, Hope Goldsmith, Brandi Potter, Tania Haymore, Lynda Jackson, Chris Martin, Colin Delp, John Petrass, Christina Cessna, Heather Cipolla, Lorena Cote, Hasko Dilic, Alijandra Lourido, Christina Lopez, Kurt Warner, John Springer.

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

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

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: March 31 - April 3, 2016

ACADEMIC BENEFITS TO STUDENTS: Students will compete for placement in 5 categories and gain valuable comments on how to improve.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Project Exploration 1701 E. Elwood St, Phoenix, AZ 85040, (480) 558-8383.

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>\$50,160</u>	<u>525/526 00 100 1001 168 6892</u>
Transportation	<u>included</u>	_____
Meals	<u>no</u>	_____
Lodging	<u>included</u>	_____

Substitutes      ~~\$~~ 300.00      530 00 100 3400 168 6113  
TOTAL      \$50,460

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

HOW ARE CHAPERONE EXPENSES PAID? Parent Chaperones paid by their own funds

COST TO EACH STUDENT \$ 440

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

FUNDING SOURCE(S): Tax Credit

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
NA

SUBMITTED BY: *Christina Hill / Brandi Deyrie* 9/15/15  
Signature      Date

APPROVED BY: *Adrian Hennah* 9/15/15  
Principal/Supervisor      Date

*Maria Velis* 9/28/15  
Associate Superintendent/Superintendent      Date

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: 20

NAME OF SCHOOL GROUP/CLUB/ENTITY: **CDO Varsity Softball**

STAFF ADVISOR(S)/CHAPERONES: **Kelly Fowler, Kevin Glynn, Gale Bundrick**

ABSENCE: # Days 4 Sub Required:  Yes  No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **California Classic Softball Tournament**

DESTINATION OF TRAVEL: **Anaheim, CA**

DATES OF TRAVEL: **April 6-9, 2016**

ACADEMIC BENEFITS TO STUDENTS: **Competition with 32 elite teams from several western states**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other **Enterprise rental cars**

Are expenses paid from any of the following accounts? Auxiliary \_\_\_\_\_ Tax Credits xx Club Funds Yes  
Parent Organization \_\_\_\_\_

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	<b><u>\$ 575.00</u></b>	<b><u>525-00-100-1001-282-6892</u></b>
Transportation	<b><u>\$1200.00</u></b>	<b><u>850-00-100-1001-282-6519</u></b>
Meals	<b><u>\$1500.00</u></b>	<b><u>850-00-100-1001-282-6892</u></b>
Lodging	<b><u>\$4500.00</u></b>	<b><u>526-00-100-1001-282-6892</u></b>
Substitutes	_____	_____
TOTAL	<b><u>\$7775.00</u></b>	



WILL THE DISTRICT RECEIVE REIMBURSEMENT? N/A  
IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? Club Fund

COST TO EACH STUDENT \$ 0

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? N/A

FUNDING SOURCE(S): Club Funds

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
\_\_\_\_\_

SUBMITTED BY: Kelly Fowler  
Signature

9/21/15  
Date

APPROVED BY: Paul Decker  
Principal/Supervisor

9/20/15  
Date

Monica Kelsa  
Associate Superintendent/Superintendent

9/28/15  
Date

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: 30

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

STAFF ADVISOR(S)/CHAPERONES: **Cathy Harris, Mary Dickson, Kayte Crowther, Mark Hodge**

ABSENCE: # Days 5 Sub Required:  Yes  No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Chicago Heritage Festival Choir Competition**

DESTINATION OF TRAVEL: **Chicago, Illinois**

DATES OF TRAVEL: **April 6-10, 2016**

ACADEMIC BENEFITS TO STUDENTS: **Students will be competing at the National Show Choir and Concert Choir Heritage Festival. National judges will give a formal score as well as do a workshop with the students. Students will watch approximately 5 other performances including a professional ensemble from the Chicago area. Students will have the opportunity to tour at least one state University Music department, and work with a college music professor.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other **Southwest or American Airlines**

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	<b><u>\$1000</u></b>	<b><u>525/526/850-00-100-1001-280-6892</u></b>
Transportation	<b><u>\$17,000</u></b>	<b><u>525/526/850-00-100-1001-280-6519</u></b>
Meals	<b><u>\$3600</u></b>	<b><u>525/526/850-00-100-1001-280-6892</u></b>
Lodging	<b><u>\$5400</u></b>	<b><u>525/526/850-00-100-1001-280-6892</u></b>

Substitutes \$651.00

530-00-100-3400-280-6113

TOTAL \$20,311.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? \_\_\_\_\_  
IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? Chaperones cover cost of half of the trip, Student Club account pays for the rest.

COST TO EACH STUDENT \$ Between \$750-\$900 depending on final costs.

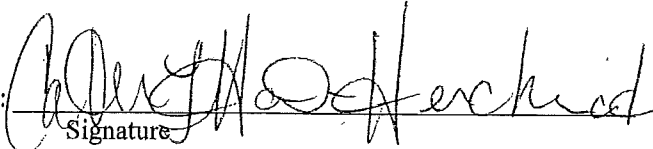
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Fundraisers will occur during the first 6 months of school. Tax credit funds can be used as necessary.

FUNDING SOURCE(S): Club account, tax credit


FUNDRAISING ACTIVITIES PLANNED (If applicable):


University of Arizona concessions; Butterbraids sales; See's Candies sales; profit nights at local restaurants; Movie night fundraisers.

SUBMITTED BY:

 9/16/15  
Signature Date

APPROVED BY:

 9/15/15  
Principal/Supervisor Date

 9/29/15  
Associate Superintendent/Superintendent Date

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: 10

NAME OF SCHOOL GROUP/CLUB/ENTITY: **IRHS History Club**

STAFF ADVISOR(S)/CHAPERONES: **Lori Gipson**

ABSENCE: # Days 7 Sub Required:  Yes  No # of School Days Missed 5

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Close Up High School Event in Washington DC**

DESTINATION OF TRAVEL: **Washington D.C**

DATES OF TRAVEL: **4/16-4/22/16**

ACADEMIC BENEFITS TO STUDENTS: **Students will learn valuable lessons that compliment history and government classes; will educate and inspire students; which are aligned with common core and social studies standards. Students will be involved in debates, and we will hold a photo and essay competition.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other **airline**

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	<b><u>\$8,000.00</u></b>	<b><u>526/850-00-100-1001-280-6892</u></b>
Transportation	<b><u>\$6,530.00</u></b>	<b><u>526/850-00-100-1001-280-6519</u></b>
Meals	_____	_____
Lodging	<b><u>\$6,090.00</u></b>	<b><u>526/850-00-100-1001-280-6892</u></b>
Substitutes	<b><u>\$542.50</u></b>	<b><u>530-00-100-3400-280-6113</u></b>

TOTAL

\$21,162.50

WILL THE DISTRICT RECEIVE REIMBURSEMENT? not funded by the district  
IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? for every 10 students one chaperone is free.

COST TO EACH STUDENT \$ 2062.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax credit; fundraising -- selling snacks at football games, softball and baseball games, etc. and donations.

FUNDING SOURCE(S): see above

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
see above

SUBMITTED BY: \_\_\_\_\_

Signature

9.11.15  
Date

APPROVED BY: \_\_\_\_\_

Principal/Supervisor

9/15/15  
Date

\_\_\_\_\_  
Associate Superintendent/Superintendent

9/25/15  
Date

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: Cross Middle

ESTIMATED NUMBER OF STUDENTS: 90

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross Middle School Advanced Band and Choir

STAFF ADVISOR(S)/CHAPERONES: Tom Edelbrock; Jessica Ryan; Suzy Azersky; Heidi Garrett; Lisa Shanks; Sundee Hawkins; Beth Lake; Leslie Ferre; Belen Fierro; Kerry Hodgkinson; and Paige Stone

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Choir and Band Festival Competitions in and around Anaheim, CA

DESTINATION OF TRAVEL: Musical Competition with Forum Music Festivals, Hotel in Anaheim, Concert at Segerstrom Center For The Arts and Major Attractions in Anaheim.

DATES OF TRAVEL: Will leave 4:00 p.m. Thursday 4/28/16 & return early morning Sunday 5/1/16

ACADEMIC BENEFITS TO STUDENTS: This field trip serves the students by allowing them to compete in a musical contest of their peers at the higher level in the state of California. Arizona State and National Music Standards recognize the importance of comparing one's own musical performance to that of other musical groups at their level and above. Students also benefit from competition ratings against the other groups in attendance, their critiqued performance and clinic with a professional, and from watching other bands and choirs from their age group perform. While attending attractions in Anaheim students will listen to marching bands, jazz groups, and singing groups placed throughout the destination. This trip allows the students to view a world-famous music performance venue in Costa Mesa, and benefits the students once again by allowing them to analyze the performance of high quality music from professional musicians.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Charter buses; handled by Forum Music Festivals, PO Box 3662 Fullerton, CA 92831

Are expenses paid from any of the following accounts? Auxiliary Yes Tax Credits Yes Club Funds Yes

Parent Organization Yes

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	<u>\$36,623.00</u>	<u>525-00-100-1001-167-6892</u> <u>526-00-100-1001-167-6892</u> <u>850-00-100-1001-167-6892</u>
Transportation	<u>Included</u>	_____
Meals	<u>Included</u>	_____
Lodging	<u>Included</u>	_____
Substitutes	<u>\$100.00</u>	<u>525/526-00-100-1001-167-6113</u>
TOTAL	<u>\$ 36,723.00</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? Paid by chaperones in attendance

COST TO EACH STUDENT \$ 365.00


HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Financial Assistance Available

FUNDING SOURCE(S): Fundraisers; Teacher and Principal choose financial assistance recipients.

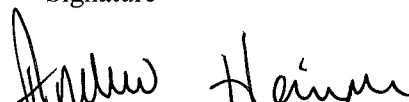
**FUNDRAISING ACTIVITIES PLANNED (if applicable):**

Coupon Books 11/15


Bowling Fundraiser 1/16

SUBMITTED BY:   
Signature

9/25/15  
Date

APPROVED BY:   
Principal/Supervisor

9-25-15  
Date

  
Associate Superintendent/Supintendent

9/28/15  
Date

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: **Cross Middle**

ESTIMATED NUMBER OF STUDENTS: **70**

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Cross Orchestra and Musical Theatre**

STAFF ADVISOR(S)/CHAPERONES: **Michael DeMille, Nancy DeMille, Myriam Armenta, Crystal Dence, Vinnie DaCruz, Martin Gonzales, Lana Donahue, Steve Merritt, Rachel Oldaker, Shannon Sportsman, Ian Clark, Cheyenne Clark, Julie Fletcher, Rebecca Asbury, Danielle and Kevin Rheault, Richard Paul**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Forum Music Festival for Orchestra and Musical Theatre groups.**

DESTINATION OF TRAVEL: **Anaheim, California**

DATES OF TRAVEL: **May 5, 2016 - May 8, 2016**

ACADEMIC BENEFITS TO STUDENTS: **This is the final and most important competition of the year for the orchestra. They will also do a behind the scenes workshop with Disney Performing Arts at Disneyland. The musical theatre group will also be in competition, singing and performing the music from the musical production they do in April, 2016 and will also be involved in a theatre clinic with Disney Performing Arts.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other **Two tour buses provided by Forum Music Festivals – (Package Deal)**

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>\$44,161.00</u>	<u>525-00-100-1001-167-6892</u> <u>526-00-100-1001-167-6892</u> <u>850-00-100-1001-167-6892</u>
Transportation	<u>INC</u>	_____
Meals	<u>INC</u>	_____
Lodging	<u>INC</u>	_____
Substitutes	<u>\$200.00</u>	<u>525/526-00-100-1001-167-6113</u>
TOTAL	<u>\$44,361.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? Trip costs will be paid by parents.  
IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? They will be paid by each chaperone.

COST TO EACH STUDENT \$ 522.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Through school sources and through fundraising efforts.

FUNDING SOURCE(S): Parents and fundraising

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Tax credit donations, Broadway in Tucson tickets, the musical theatre production and other fundraisers to be determined.

SUBMITTED BY: Michael Demello 9-10-15  
Signature Date

APPROVED BY: Andrew Hansen 9-11-15  
Principal/Supervisor Date

Kevin Kell 9/27/15  
Associate Superintendent/Supervisor 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): Samantha Burgin \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: IRHS  
 Department (opt.): StuGo  
 DATE(S): 12/3 - 6/15

ACTIVITY/EVENT: National Assocaion of Workshop Directors/National Conference on Student Activities

LOCATION: Niagara Falls, NY

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

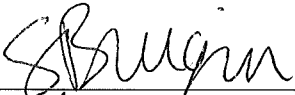
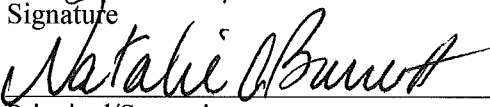

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
	(Note: Tax credit contributions are District funds and require a budget code.)
Registration <u>\$315.00</u>	<u>530-00-100-3400-280-6360</u>
Transportation <u>\$500.00</u> Mode <u>Airlines</u>	<u>530-00-100-3400-280-6582</u>
Rental Car <u>Not needed</u>	_____
Meals <u>Provided</u>	_____
Lodging <u>\$700.00</u>	<u>530-00-100-3400-280-6582</u>
Substitutes <u>\$200.00</u>	<u>530-00-100-3400-280-6113</u>
<b>TOTAL <u>\$1715</u></b>	

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

Purpose of travel: To expand the student leadership at Ironwood Ridge and be a source of support for CDO and Amphi as well as to help the middle schools build their leadership programs.

Outcomes and academic benefits to students and staff: This is a National Conference for Advisors for Student Council. I was able to work this event last year in Phoenix and would love to attend as a delegate this year. The conference is full of national speakers and presenters to encourage participation, meet with experts that can help me expand the curriculum for Student Government and further support other clubs on campus and around Southern Arizona.

Submitted by:  9-14-15  
 Signature Date  
 9/15/15  
 Principal/Supervisor Date  
 9/28/15  
 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): Joseph Paddock

SCHOOL: District Offices

Department (opt.): Interscholastics

DATE(S): December 11-16, 2015

ACTIVITY/EVENT: NIAAA National Athletic Director's Conference

LOCATION: Orlando, FL

ABSENCE: # Days 6 Sub Required:  Yes  No # of School Days Missed 4

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$415.00</u>		<u>001.00.620.2210.512.6360</u>
Transportation	<u>\$575.00</u>	Mode <u>Air</u>	<u>001.00.620.2210.512.6582</u>
Rental Car	<u>\$350.68</u>		<u>001.00.620.2210.512.6582</u>
Meals	<u>\$240.00</u>		<u>001.00.620.2210.512.6585</u>
Lodging	<u>\$1062.50</u>		<u>001.00.620.2210.512.6582</u>
Substitutes	_____		_____
TOTAL	<u>\$2643.18</u>		

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

Purpose of travel: To attend the NFHS/NIAAA National Athletic Director's Conference

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

Submitted by: Joseph Paddock  
Signature

9/18/15  
Date

\_\_\_\_\_  
Principal/Supervisor  
Terrence Hella  
Associate Superintendent/Superintendent

\_\_\_\_\_  
Date  
9/28/15  
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): Armando Soto  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: AHS  
 Department (opt.): \_\_\_\_\_  
 DATE(S): December 11-16, 2015

ACTIVITY/EVENT: NIAAA National Athletic Director's Conference

LOCATION: Orlando, FL

ABSENCE: # Days 6 Sub Required:  Yes  No # of School Days Missed 4

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>\$330.00</u>		<u>001.00.620.2210.512.6360 &amp; 525.00.620.3400.281.6360</u>
Transportation	<u>\$575.00</u>	Mode <u>Air</u>	<u>525.00.620.3400.281.6582</u>
Rental Car	_____		_____
Meals	<u>\$240.00</u>		<u>525.00.620.3400.281.6582</u>
Lodging	<u>\$1062.50</u>		<u>525.00.620.3400.281.6582</u>
Substitutes	_____		_____
<b>TOTAL</b>	<b><u>\$2207.50</u></b>		

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

Purpose of travel: To attend the NFHS/NIAAA National Athletic Director's Conference.

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

Submitted by: \_\_\_\_\_ 9/22/15  
 Signature \_\_\_\_\_ Date  
 \_\_\_\_\_ 9-23-15  
 Principal/Supervisor \_\_\_\_\_ Date  
 \_\_\_\_\_ 9/23/15  
 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): Patricia Harris  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: CDO  
 Department (opt.): \_\_\_\_\_  
 DATE(S): December 11-16, 2015

ACTIVITY/EVENT: NIAAA National Athletic Director's Conference

LOCATION: Orlando, FL

ABSENCE: # Days 6 Sub Required:  Yes  No # of School Days Missed 4

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>\$480.00</u>		<u>001.00.620.2210.512.6360 &amp; 525.00.620.3400.282.6360</u>
Transportation	<u>\$575.00</u>	Mode <u>Air</u>	<u>525.00.620.1001.282.6582</u>
Rental Car	_____		_____
Meals	<u>\$240.00</u>		<u>525.00.620.1001.282.6582</u>
Lodging	<u>\$1062.50</u>		<u>525.00.620.1001.282.6582</u>
Substitutes	_____		_____
<b>TOTAL</b>	<b><u>\$2357.50</u></b>		

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

Purpose of travel: To attend the NFHS/NIAAA National Athletic Director's Conference and take the CAA (Certified Athletic Administrator) exam.

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

Submitted by: Patricia Harris 9/22  
 Signature Date  
Paul D... 9/22/15  
 Principal/Supervisor Date  
Mona K... 9/28/15  
 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): Tony Jacobsen  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL: IRHS  
Department (opt.): \_\_\_\_\_  
DATE(S): December 11-16, 2015

ACTIVITY/EVENT: NIAAA National Athletic Director's Conference

LOCATION: Orlando, FL

ABSENCE: # Days 6 Sub Required:  Yes  No # of School Days Missed 4


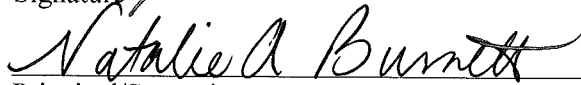
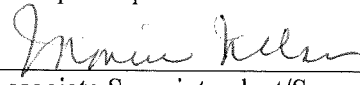
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$330.00</u>	<u>001.00.620.2210.512.6360 &amp; 525.00.620.3400.280.6360</u>
Transportation	<u>\$575.00</u> Mode <u>Air</u>	<u>525.00.620.3400.280.6582</u>
Rental Car	_____	_____
Meals	<u>\$240.00</u>	<u>525.00.620.3400.280.6582</u>
Lodging	<u>\$1062.50</u>	<u>525.00.620.3400.280.6582</u>
Substitutes	_____	_____
<b>TOTAL</b>	<b><u>\$2207.50</u></b>	

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

Purpose of travel: To attend the NFHS/NIAAA National Athletic Director's Conference.

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

Submitted by:  9-22-15  
Signature Date  
 9/25/15  
Principal/Supervisor Date  
 9/28/15  
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): Daniel Bitter  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: CDO  
 Department (opt.): Band  
 DATE(S): Dec. 15-18, 2015

ACTIVITY/EVENT: Professional development at Midwest Clinic  
 LOCATION: Chicago, IL

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>
Registration	<u>\$100.00</u>		<u>Self-Pay</u>
Transportation	<u>\$300.00</u>	Mode <u>Flight</u>	<u>Self-Pay</u>
Rental Car	_____		_____
Meals	<u>\$200.00</u>		<u>Self-Pay</u>
Lodging	<u>\$300.00</u>		<u>Self Pay</u>
Substitutes	_____		<u>personal days</u>
<b>TOTAL</b>	<b><u>\$900.00</u></b>		

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

Purpose of travel: Professional development conference

Outcomes and academic benefits to students and staff: Teacher training will help me become a better music educator

Submitted by: \_\_\_\_\_  
 Signature \_\_\_\_\_ Date 9/17  
 \_\_\_\_\_  
 Principal/Supervisor \_\_\_\_\_ Date 9/20/15  
 \_\_\_\_\_  
 Associate Superintendent/Supervisor \_\_\_\_\_ Date 9/27/15

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): Todd Jaeger \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL: District Offices  
Department (opt.): Legal  
DATE(S): 11/7/15 - 11/11/15

ACTIVITY/EVENT: International Bullying Prevention Association Conference

LOCATION: Denver, CO

ABSENCE: # Days 5 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>
Registration	\$ <u>335.00</u>		<u>001.00.100.2579.505.6360</u>
Transportation	\$ <u>452.20</u>	Mode <u>air/taxi</u>	<u>001.00.100.2579.505.6582</u>
Rental Car	<u>n/a</u>		
Meals	\$ <u>280.00</u>		<u>001.00.100.2579.505.6582</u>
Lodging	\$ <u>821.61</u>		<u>001.00.100.2579.505.6582</u>
Substitutes	<u>n/a</u>		
TOTAL	\$ <u>1,888.81</u>		

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

Purpose of travel: This conference provides the latest research, strategies and guidance on the causes, identification, and responses to bullying.

Submitted by: Todd Jaeger \_\_\_\_\_  
Signature Date 9/30/15

\_\_\_\_\_  
Principal/Supervisor Date 9/30/15  
Patrick Nelson  
Associate Superintendent/Superintendent Date