

**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): James Burns

SCHOOL: District Offices
Department (opt.): Operational Support
DATE(S): 4/3/19-4/5/19

ACTIVITY/EVENT: Arizona Association of School Business Officials (AASBO) Spring Conference

LOCATION: Laughlin, 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>\$340.00</u>	<u>001-00-100-2579-525-6360</u>
Transportation	<u>\$299.49</u>	Mode <u>Personal car</u> <u>001-00-100-2579-525-6582</u>
Rental Car	_____	_____
Meals	<u>Included</u>	_____
Lodging	<u>Included</u>	_____
Substitutes	_____	_____
TOTAL	<u>\$639.49</u>	

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

Purpose of travel: Attend AASBO Spring Conference

Outcomes and academic benefits to students and staff: To expand knowledge of practices in Food Services, Facilities and Transportation while gaining a better understanding of additional opportunities that will benefit the District.

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

Submitted by: James Burns 3/1/19
Signature Date

Principal/Supervisor Date
Carol A. [Signature] 3/1/19
Associate Superintendent/Superintendent Date