

**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: Coronado K-8

ESTIMATED NUMBER OF STUDENTS: 50

NAME OF SCHOOL GROUP/CLUB/ENTITY: 6th grade/ Science Department

STAFF ADVISOR(S)/CHAPERONES: Lauren Marlatt (coordinator) Chaperones: Lauren Marlatt, Maggie Luke, Erika Sparlin, Jeremy Hayes, and Jerel Green

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Field Trip to study Oceanography and Marine Biology

DESTINATION OF TRAVEL: Catalina Island Marine Institute, Toyon Bay, CA

DATES OF TRAVEL: February 21-25, 2021

ACADEMIC BENEFITS TO STUDENTS: The students will be participating in Catalina Island Marine Institute's three-day camp. Students will complete labs and activities that are aligned with the Arizona science standards adopted in October of 2018. Students will have a reinforcement of the content learned in class. Students will compete in a science olympics when we return to assess their learning.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Charter bus-Citizens Auto/Gray Line Charter Bus 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>\$14,445.00</u>	<u>525/526.00.100.1001.6892.115.0000</u>
Transportation	<u>\$4,300.00</u>	<u>525/526.00.410.2710.6519.115.0000</u>
Meals	<u>Included</u>	_____
Lodging	<u>Included</u>	_____

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): Darlene Mansouri

SCHOOL: District Offices

Department (opt.): State & Federal Programs

DATE(S): February 7 - 12, 2021

ACTIVITY/EVENT: 2021 National ESEA Conference - "Educating for Tomorrow"

LOCATION: Boston, MA

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 5

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$658.00</u>		<u>100-21-100-2240-6360-509-0000</u>
Transportation	<u>\$760.00</u>	Mode <u>Air+Taxi</u>	<u>100-21-100-2240-6582-509-0000</u>
Rental Car	_____		_____
Meals	<u>\$335.50</u>		<u>100-21-100-2240-6582-509-0000</u>
Lodging	<u>\$1,205.00</u>		<u>100-21-100-2240-6582-509-0000</u>
Substitutes	_____		_____
TOTAL	<u>\$2,958.50</u>		

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

Purpose of travel: To attend the 2021 National ESEA Conference - "Educating for Tomorrow"

Outcomes and academic benefits to students and staff: To gain knowledge from the ESEA Network and other directors about ESEA issues and impacts on Grant funding for the District.

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

Submitted by: Darlene Mansouri 6.3.2020
Signature Date

Principal/Supervisor _____ Date _____
Michael Byars 6/8/2020
Associate Superintendent/Superintendent Date