

**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: 7

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Odyssey of the Mind Club**

STAFF ADVISOR(S)/CHAPERONES: **Donna Campbell, Jennifer Pike**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Odyssey of the Mind World Finals**

DESTINATION OF TRAVEL: **Michigan State University, Lansing, MI**

DATES OF TRAVEL: **May 24 - May 28, 2017**

ACADEMIC BENEFITS TO STUDENTS: **Global understanding and advanced creative problem solving student competition.**

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other **Delta Airlines and Budget Rental Car**

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>\$4,500.00</u>	<u>526/850-00-100-1001-280-6892</u>
Transportation	<u>\$4,865.02</u>	<u>526/850-00-410-2710-280-6519</u>
Meals	_____	<u>Included in registration cost</u>
Lodging	_____	<u>Included in registration cost</u>
Substitutes	_____	_____
TOTAL	<u>\$9,365.02</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? Donations

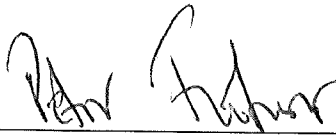
COST TO EACH STUDENT \$ 458.00

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

FUNDING SOURCE(S): IRHS Odyssey of the Mind Club funds; IRHS' Odyssey of the Mind tax credit fund; Amphitheater Foundation donation; Amphitheater district donation

FUNDRAISING ACTIVITIES PLANNED (If applicable):
tax credit drive, crowdfunding, car wash, garage sale, penny drive

SUBMITTED BY:

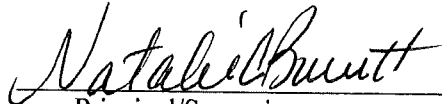


Signature

4/10/17

Date

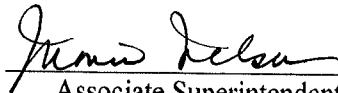
APPROVED BY:



Principal/Supervisor

4/11/17

Date



Associate Superintendent/Superintendent

4/12/17
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: 12

NAME OF SCHOOL GROUP/CLUB/ENTITY: Odyssey of the Mind Club

STAFF ADVISOR(S)/CHAPERONES: Cymry DeBoucher, Lisa Sheldon, Sarah Sheldon, Amy Selegue,
Joeli Secrest

ABSENCE: # Days 6 Sub Required: ☒ Yes ☐ No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Odyssey of the Mind World Finals

DESTINATION OF TRAVEL: Michigan State University - Lansing, MI

DATES OF TRAVEL: May 23, 2017 - May 28, 2017

ACADEMIC BENEFITS TO STUDENTS: Global understanding, advanced creative problem
solving, 21st Century skill development

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Commercial airlines and ground transportation

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>\$10,455.00</u>	<u>526/850-00-100-1001-282-6892</u>
Transportation	<u>\$13,055.00</u>	<u>526/850-00-410-2710-282-6519</u>
Meals	<u>\$2,000.00</u>	<u>526/850-00-100-1001-282-6892</u>
Lodging	<u> </u>	<u> </u>
Substitutes	<u>\$330.00</u>	<u>526/850-00-100-1001-282-6113</u>

TOTAL

\$25,840.00

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

HOW ARE CHAPERONE EXPENSES PAID? donations

COST TO EACH STUDENT \$ 400.00 as a tax credit

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

FUNDING SOURCE(S): CDO parent group, CDO Odyssey Club funds, CDO Odyssey tax credit fund, Amphitheater Foundation donation, Amphitheater district contribution

FUNDRAISING ACTIVITIES PLANNED (If applicable):
tax credit drive

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

SUBMITTED BY: _____

Signature

4/12/17
Date

APPROVED BY: _____

Principal/Supervisor

4/12/17
Date

Associate Superintendent/Superintendent

Associate Superintendent/Superintendent

4/12/17
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: Painted Sky

ESTIMATED NUMBER OF STUDENTS: 7

NAME OF SCHOOL GROUP/CLUB/ENTITY: Odyssey of the Mind

STAFF ADVISOR(S)/CHAPERONES: Cyndi Carr, Roger Knapp, Josh McPheron, Crystal McPheron,
Tina Presuhn, Jarrod Carr

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Odyssey of the Mind World Finals 2017

DESTINATION OF TRAVEL: Michigan State University-East Lansing, Michigan

DATES OF TRAVEL: May 24-28, 2017

ACADEMIC BENEFITS TO STUDENTS: Promotes higher order of thinking, problem solving, and
creativity skills. Our students have been preparing their problems for 8 months and have
competed at Regionals and State. Worlds will be the final competition where each team will
present their problem and compete against teams from all over the world.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Airline-Southwest and car rentals pending with Avis or Budget

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>\$5,750</u>	<u>525/526/850/00-100-1001-114-6892</u>
Transportation	<u>\$6,200</u>	<u>530-00-100-3400-114-6519</u>
Meals	<u>included</u>	_____
Lodging	<u>included</u>	_____

Substitutes \$0 _____

TOTAL \$11,950.00

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

HOW ARE CHAPERONE EXPENSES PAID? Tax Credit donations, PTO, fundraising, self pay

COST TO EACH STUDENT \$ \$1,707.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Soliciting donations from various sources, Tax Credit donations, and fundraising.

FUNDING SOURCE(S): Fundraising efforts: District, Amphi Foundation, private donors, PTO, Tax Credit donations, student fundraisers

FUNDRAISING ACTIVITIES PLANNED (If applicable):

We will be asking Trader Joe's for donations of water, soda and juice to sell at our Spring Fling in May where we will sell food, drinks, and glow wear. We will be asking businesses around town for direct donations, We've organized a Flamingo Flocking and Easter Egg hunt event where we'll collect money through May based on each "flock" we sell. We'll also sponsor spirit days, and continue to sell spirit sticks.

SUBMITTED BY: _____

Signature

4/6/17

Date

APPROVED BY: _____

Principal/Supervisor

4/6/17

Date

Associate Superintendent/Superintendent

4/12/17
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: Mesa Verde

ESTIMATED NUMBER OF STUDENTS: 4

NAME OF SCHOOL GROUP/CLUB/ENTITY: Mesa Verde Odyssey of the Mind

STAFF ADVISOR(S)/CHAPERONES: Karen Douglas (coach), Ethan Schulke, Erin Fick, Maureen McGhee

ABSENCE: # Days 6 Sub Required: ☐ Yes ☒ No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: World finals for Odyssey of the Mind Tournament

DESTINATION OF TRAVEL: East Lansing, Michigan - Michigan State University

DATES OF TRAVEL: May 23-28, 2017

ACADEMIC BENEFITS TO STUDENTS: Students will participate on a global level in creative problem solving competition which meets Arizona 21st Century and NAGC standards.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Airlines and Ground transportation

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>116/520/6892</u>	<u>\$1000.00</u>	<u>525/526/530/001/00-100-1001-</u>
Transportation <u>6519</u>	<u>2275.00</u>	<u>525/526/530/001-00-100-1001-116/520-</u>
Meals _____	_____	_____
Lodging <u>6892</u>	<u>\$3075.00</u>	<u>525/526/530/001-00-100-1001-116/520-</u>

Substitutes _____

TOTAL \$6350.00

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

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

COST TO EACH STUDENT \$ \$1587.50

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax Credit, Auxiliary, Gifts and Donations, Community Donations, Fundraising and PTO.

FUNDING SOURCE(S): Tax Credit, Fundraising, Gifts and Donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Bake sales, Tax credit donation drive and writing donation request letters to businesses.

SUBMITTED BY:

Molly Mickles
Signature

4/5/17
Date

APPROVED BY:

Careel Ay
Principal/Supervisor

4-5-17
Date

Thomas J. Peltan
Associate Superintendent/Superintendent

4/18/17
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: Donaldson

ESTIMATED NUMBER OF STUDENTS: 7

NAME OF SCHOOL GROUP/CLUB/ENTITY: Donaldson OM Club

STAFF ADVISOR(S)/CHAPERONES: Robyn Yewell/Carie Deatherage

ABSENCE: # Days 6 Sub Required: ☒ Yes ☐ No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Odyssey of the Mind World Finals

DESTINATION OF TRAVEL: Michigan State University- Lansing, MI

DATES OF TRAVEL: May 23, 2017 - May 28, 2017

ACADEMIC BENEFITS TO STUDENTS: Global understanding, advanced creative problem solving

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other 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	<u>5535.00</u>	<u>526-00-100-1001-106-6892</u>
	_____	_____
Transportation	<u>5891.40</u>	<u>001-00-100-1001-520-6519</u>
	_____	_____
Meals	<u>500.00</u>	<u>530-00-100-1001-106-6892</u>
	_____	_____
Lodging	_____	_____
	_____	_____
Substitutes	<u>330.00</u>	<u>001-00-100-1001-106-6113</u>
	_____	_____
TOTAL	<u>12,256.40</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? Donations

COST TO EACH STUDENT \$ 400.00

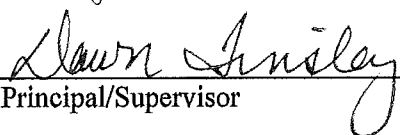
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? donation drive

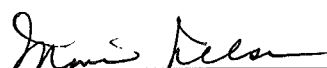
FUNDING SOURCE(S): Tax Credit Drive, PTO Fundraising

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Tax Credit Drive/ PTO Go Fund Me

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

SUBMITTED BY:  4/5/17
Signature Date

APPROVED BY:  4/5/17
Principal/Supervisor Date

 4/12/17
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: AMS

ESTIMATED NUMBER OF STUDENTS: 5

NAME OF SCHOOL GROUP/CLUB/ENTITY: Future Problem Solving-REACH Department

STAFF ADVISOR(S)/CHAPERONES: Vanessa Hill

ABSENCE: # Days 5 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Future Problem Solving International Conference

DESTINATION OF TRAVEL: La Crosse, Wisconsin

DATES OF TRAVEL: June 7-11, 2017

ACADEMIC BENEFITS TO STUDENTS: Students in the 6th and 7th grades have been participating in Future Problem Solving since the beginning of the year. Students have been analyzing future scenes, referring to details within the future scene, researching the topic of the future scene, applying research to challenge statements, creating solutions, creating criteria and a criteria grid, developing challenges and solutions, identifying stakeholders and goals while creating an action plan, identifying assistants and resistors for the development of the action plan, peer evaluating booklet writing, and completing an entire booklet. All of these activities directly pertain to many of the English Language Arts Common Core Standards. The future scenes and problem solving process incorporate STEM concepts as students attempt to interpret futuristic language, solve problems relating directly to science and technology, and brainstorm solution ideas that involve engineering and design.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other airline/shuttle

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>\$3,360.00</u>	<u>525/526-00-100-1001-166-6892</u>
Transportation	<u>\$4,003.20</u>	<u>525/526-00-100-1001-166-6519</u>

**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: 15

NAME OF SCHOOL GROUP/CLUB/ENTITY: Boys Basketball

STAFF ADVISOR(S)/CHAPERONES: Ben Hurley, Ronnie Lise, Joey Bemis

ABSENCE: # Days 3 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Point Loma University Tournament - Varsity
Basketball Tournament/Competition

DESTINATION OF TRAVEL: Point Loma University, San Diego, CA

DATES OF TRAVEL: 6/22/2017 - 6/24/2017

ACADEMIC BENEFITS TO STUDENTS: Students will compete with other high schools from
California.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Rental Vans from Enterprise

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>\$375.00</u>	<u>850/526-00-100-1001-281-6892</u>
Transportation	<u>\$900.00</u>	<u>850/526-00-100-1001-281-6519</u>
Meals	<u>\$800.00</u>	<u>850/526-00-100-1001-281-6892</u>
Lodging	<u>\$1800.00</u>	<u>850/526-00-100-1001-281-6892</u>
Substitutes	_____	_____

TOTAL

\$3875.00

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

HOW ARE CHAPERONE EXPENSES PAID? Club account

COST TO EACH STUDENT \$ 0.00

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

FUNDING SOURCE(S): Summer Sponsors

FUNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY: _____

Ben Hurley
Signature

4/3/17

Date

APPROVED BY: _____

Glenda Stiffa
Principal/Supervisor

4/3/17

Date

Trini Jela

Associate Superintendent/Superintendent

4/12/17

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): Tassi Call _____

SCHOOL: AMS

Department (opt.): _____

DATE(S): July 8-11, 2017

ACTIVITY/EVENT: 2017 National Principals Conference

LOCATION: Philadelphia, Pennsylvania

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>\$495.00</u>	<u>100-17-100-2210-166-6360</u>
Transportation	<u>\$700.00</u> Mode <u>airline/taxi</u>	<u>100-17-100-2210-166-6582</u>
Rental Car	_____	_____
Meals	<u>\$189.00</u>	<u>100-17-100-2210-166-6582</u>
Lodging	<u>\$800.00 (conference hotel)</u>	<u>100-17-100-2210-166-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$2184.00</u>	

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

Purpose of travel: Professional development at the National Principals Conference

Outcomes and academic benefits to students and staff: Professional development will occur in the following areas: professional capacity (peer coaching, mentoring, leadership development), elevating student efficacy (mental health, social-emotional learning, and youth development), connecting positive climate-culture-community, and personalization of student learning. From this conference the Amphitheater High School Feeder pattern (AHS, AMS, La Cima) will collaborate, plan, and apply best practices accross our schools and for our students & staff.

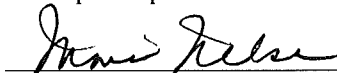
The travel is necessary for the implementation of the project funding the travel.

Submitted by: _____

Signature



Principal/Supervisor



Date

4/3/17

Date

4/12/17

**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): Jon Lansa Glenda Arffa SCHOOL: AHS

Department (opt.): _____
DATE(S): July 8-11, 2017

ACTIVITY/EVENT: National Principals Conference

LOCATION: Philadelphia, Pennsylvania

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>\$1500</u>	<u>100-17-100-2210-281-6360</u>
Transportation	<u>\$1400</u>	Mode <u>airline, ground</u> <u>100-17-100-2210-281-6582</u>
Rental Car	_____	_____
Meals	<u>\$378</u>	<u>100-17-100-2210-281-6582</u>
Lodging	<u>\$2,000 (conference hotel)</u>	<u>100-17-100-2210-281-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$5278</u>	

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

Purpose of travel: Professional development at the National Principals Conference.

Outcomes and academic benefits to students and staff: Professional development will occur in the following areas: professional capacity (peer coaching, mentoring, leadership development), elevating student efficacy (mental health, social-emotional learning, and youth development), connecting positive climate-culture-community, and personalization of student learning. From this conference the Amphitheater High School Feeder pattern (AHS, AMS, La Cima) will collaborate, plan, and apply best practices accross our schools and for our students & staff.

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

Submitted by: JL 4/2/17
Signature Date
Glenda Arffa 4-3-17
Principal/Supervisor Date
Jon Lansa 4/12/17

**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): Brock Lange, Brandon Kuhn, Gary Sandoval, Ellis Harper, Mea Santiesteban, Glenda Arffa,
Shawn Smith, Jackie Beem, Susana Perez-Abreu, Ben Bultman, Carrie Bejarano, Chris Boknevit, Julie Ramsey,
Wendi Ousley, Eric Rossi, Lisa Millerd, Erin Weber, Sonya Yount, Leighann Reynolds, Jon Lansa

SCHOOL: AHS

Department (opt.): AVID

DATE(S): 07/11/17-7/14/17

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Antonio, TX

ABSENCE: # Days 4 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>\$15,200.00</u>	<u>100-17-100-2210-281-6360</u>
Transportation	<u>\$12,011.60</u> Mode <u>air</u>	<u>100-17-100-2210-281-6582</u>
Rental Car	<u>0.00</u>	<u>NA</u>
Meals	<u>\$4,600.00</u>	<u>100-17-100-2210-281-6582</u>
Lodging	<u>\$9,000.00 (conference hotel)</u>	<u>100-17-100-2210-281-6582</u>
Substitutes	<u>0.00</u>	<u>NA</u>
TOTAL	<u>\$40,811.60</u>	

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

Purpose of travel: AVID (Advancement Via Individual Determination) training for our AVID Site Team and supporting instructors to develop the implementation of the program at our site.

Outcomes and academic benefits to students and staff: Training for teachers, counselors, and administrators to bring a deeper understanding and implementation of the AVID program to students at AHS; best practices and program mission/vision.

Submitted by:

Signature

03/21/17

Date

J. L. Lanza

4/1/17

Principal/Supervisor

Date

Mark Lee
Associate Superintendent/Superintendent

4/13/17
Date

rev. 9/21/05