

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 7<sup>th</sup> and 8<sup>th</sup> grade Band, Choir, and Orchestra Disneyland Trip.

STAFF ADVISOR(S)/CHAPERONES: Christian Hill, Stacy Devaney, Maggie Marjanovich, Anne Reuter, Kathleen Hill, Erika Addison, Kunrada Kent, Melanie Barrett, Gregory Bates, Christie Blair, Alia Garcin Wing, Colin Delp, Carlotta Erdman, Heidi Edmondson, Jessica Casimates, My Nguyen, Alex Oropeza, Brian Quintara, Cindy Senkerik, David Tucker.

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: May 2 - May 5, 2019

ACADEMIC BENEFITS TO STUDENTS: Students will compete for placement in 4 categories and gain valuable comments on how to improve.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Southwest Road Trips, 9251 N. Moonview PL, Tucson, AZ 85742, (520) 954-4958.

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>\$59,944</u>	<u>525/526 00 100 1001 168 6892</u>
Transportation	<u>included</u>	_____
Meals	<u>no</u>	_____
Lodging	<u>included</u>	_____

Substitutes \$660.00

530 00 100 3400 168 6113

TOTAL \$60,604

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 \$ **510**


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

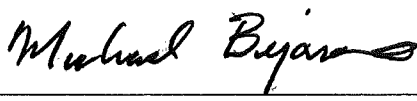
FUNDING SOURCE(S): **Tax Credit**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

**NA**

SUBMITTED BY:  9/14/18  
Signature Date

APPROVED BY:  9/14/18  
Principal/Supervisor Date

 10/2/18  
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): Balachandran Devahi  
Wallace Jan  
\_\_\_\_\_

SCHOOL: AHS  
Department (opt.): Mathematics/ELD  
DATE(S): October 24-26, 2018

ACTIVITY/EVENT: Social and Emotional Learning Convening (SEL In Action) 2018

LOCATION: Santa Ana Pueblo, New Mexico

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


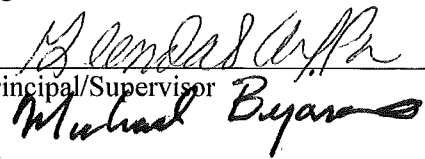
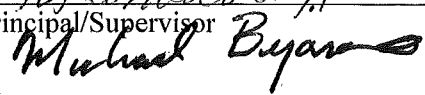
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>N/A</u>		<u>direct payment: NoVo Found. Grant Award</u>
Transportation	<u>N/A</u>	Mode <u>air</u>	<u>direct payment: NoVo Found. Grant Award</u>
Rental Car	<u>N/A</u>		_____
Meals	<u>N/A</u>		<u>direct payment: NoVo Found. Grant Award</u>
Lodging	<u>N/A</u>		<u>direct payment: NoVo Found. Grant Award</u>
Substitutes	<u>\$ 330.00</u>		<u>530-51-100-1001-281-6113 (EF-19-DB)</u>
TOTAL	<u>\$ 330.00</u>		

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

Purpose of travel: Professional Development for educators in the area of social and emotional development.

Outcomes and academic benefits to students and staff: Educators will share and learn about current practices in the field of social and emotional learning. Participants will develop a common understanding of nationwide best practices to implement and adapt new ideas.

Submitted by:  9/27/18  
Signature Date  
 9/27/18  
Principal/Supervisor Date  
 10/2/18  
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): Michael Bejarano     Jon Lansa

SCHOOL: District Offices

\_\_\_\_\_  
\_\_\_\_\_

Department (opt.): School Operations

DATE(S): November 4-7, 2018

ACTIVITY/EVENT: Center for the Future of America (CFA) and KnowledgeWorks Site Visit

LOCATION: Marysville, Ohio

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	_____		_____
Transportation	<u>\$1,950.00</u>	Mode <u>air</u>	<u>001-00-100-2210-515-6582 (reimb. by CFA)</u>
Rental Car	<u>\$27.00</u>		<u>140-19-100-2210-515-6582</u>
Meals	_____		<u>paid by CFA</u>
Lodging	_____		<u>paid by CFA</u>
Substitutes	_____		_____
TOTAL	<u>\$1,977.00</u>		

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

Purpose of travel: We will have the opportunity to see what other districts have done to transform teaching and learning through personalized approaches to prepare all students for future success.

Outcomes and academic benefits to students and staff: Share what is learned with District staff.

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

Submitted by: \_\_\_\_\_

*Michael Bejarano*

Signature

10/2/18

Date

\_\_\_\_\_  
Principal/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
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): Tami Neier-Gordon  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: IRHS  
 Department (opt.): Library  
 DATE(S): November 15-16, 2018

ACTIVITY/EVENT: Family Online Safety Institute (FOSO) 2018 - Creating A Culture of Responsibility Online

LOCATION: United States Institute of Peace  
2301 Constitution Avenue Northwest  
Washington, DC 20037

ABSENCE: # Days 2 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>\$195.00</u>	<u>525-00-100-2210-280-6360</u>
Transportation	_____ Mode <u>AIR</u>	<u>Self-pay</u>
Rental Car	_____	<u>Self-pay</u>
Meals	<u>\$88.50</u>	<u>525-00-100-3400-280-6582</u>
Lodging	_____	<u>Self-pay</u>
Substitutes	_____	<u>N/A</u>
TOTAL	<u>\$283.50</u>	

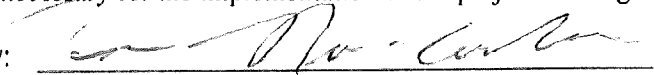

(Note: Tax credit contributions are District funds and require a budget code.)

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

Purpose of travel: Leaders from industry, government, law enforcement and non-profits will come together to collaborate and innovate new solutions to internet safety. I would like to be aware of and share this information with teachers, parents, and students.

Outcomes and academic benefits to students and staff: Gain a clearer understanding of how to teach and maintain a culture of online safety and awareness for our students/school and skills, tools, knowledge on how to teach/train staff and students.

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

Submitted by:  9/5/2018  
 Signature Date  
 9/24/18

Principal/Supervisor

Michael Bryan  
Associate Superintendent/Superintendent

Date

10/2/18  
Date

rev. 8/25/17

**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): Lee Street \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: CDO  
 Department (opt.): IB  
 DATE(S): Dec 5-8, 2018

ACTIVITY/EVENT: IB Category 2 - Visual Arts  
 LOCATION: St. Pete Beach, Florida

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>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	\$ <u>925.00</u>	<u>140-19-100-2210-510-6360</u>
Transportation	\$ <u>700.00</u> Mode <u>airline</u>	<u>140-19-100-2210-510-6582</u>
Rental Car	\$ <u>100.00 (shuttle)</u>	<u>140-19-100-2210-510-6582</u>
Meals	\$ <u>114.00</u>	<u>140-19-100-2210-510-6582</u>
Lodging	\$ <u>700.00</u>	<u>140-19-100-2210-510-6582</u>
Substitutes	\$ <u>330.00</u>	<u>140-19-100-2210-510-6113</u>
<b>TOTAL</b>	<b>\$<u>2,869.00</u></b>	

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

Purpose of travel: **IB Programme standards and practice require IB specific workshop training to ensure program objectives are put in place and maintained. Subject teachers require initial training and updated training when curriculum guides are changed. Previously approved at 9-11-18 Governing Board meeting but conference was full.**

Outcomes and academic benefits to students and staff: **IB Workshops include specialized in depth academic training to ensure teacher preparedness in maintaining benchmarked rigor and ensure critical-thinking and reflective skills to further advance student achievement.**

Submitted by: \_\_\_\_\_ Date: 10/1/18  
 Signature  
 \_\_\_\_\_ Date: 10/1/18  
 Principal/Supervisor  
Michael Bujan Date: 10/2/18  
 Associate Superintendent/Superintendent