

**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): Patti Greenleaf \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: District Offices  
 Department (opt.): School Operations  
 DATE(S): 9/16/14-9/20/14

ACTIVITY/EVENT: 2014 NCLA Best Practices and Innovations Conference

LOCATION: Cape Cod, MA

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

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>500.00</u>	<u>260-14-270-2210-515-6360</u>
Transportation	<u>650.00</u> Mode <u>Airplane</u>	<u>260-14-270-2210-515-6582</u>
Rental Car	_____	
Meals	<u>216.00</u>	<u>260-14-270-2210-515-6582</u>
Lodging	<u>893.60</u>	<u>260-14-270-2210-515-6582</u>
Substitutes	_____	_____
TOTAL	<u>2259.60</u>	

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

Purpose of travel: To attend the National Council of Local Administrators of Career & Technical Education conference to gain knowledge in Career and Technical Education best practices.

Outcomes and academic benefits to students and staff: I will be able to share with teachers and staff information I learn at the conference.

Submitted by: Patricia Greenleaf \_\_\_\_\_ Date 6-19-14  
 Signature  
\_\_\_\_\_ \_\_\_\_\_ Date 6-19-14  
 Principal/Supervisor  
Patrick Nelson \_\_\_\_\_ Date 6-24-14  
 Associate Superintendent/Supervisor

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**THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.**

EMPLOYEE(S): Pamela Vandivort \_\_\_\_\_  
Michael Pastor \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: District Offices  
 Department (opt.): La Cima and Coronado  
 DATE(S): July 21-25, 2014

ACTIVITY/EVENT: Project Lead The Way Design and Modeling

LOCATION: Oklahoma State University, Stillwater, OK

ABSENCE: # Days 5 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>\$ 2,200.00</u>	<u>140-15-100-2210-515-6360</u>
Transportation	<u>\$1,800.00</u> Mode <u>Air</u>	<u>140-15-100-2210-515-6582</u>
Rental Car	<u>\$400.00</u>	<u>140-15-100-2210-515-6582</u>
Meals	<u>\$300.00</u>	<u>140-15-100-2210-515-6582</u>
Lodging	<u>\$400.00</u>	<u>140-15-100-2210-515-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$5,100.00</u>	

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

Purpose of travel: To attend the Project Lead The Way ( PLTW) training for the new Design and Modeling course for Middle Schools.

Outcomes and academic benefits to students and staff: Through topics like robotics, flight, space, DNA and crime scene analysis, students in grades 6-8 will find their natural curiosity and imagination engaged in creative problem solving. PLTW's program is a strong foundation for students and staff.

Submitted by:

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Associate Superintendent/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

*[Handwritten signatures: Michael Pastor, Patrick Nelson]*

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EMPLOYEE(S): Terry Duggan Jennifer Larkin SCHOOL: Coronado K-8  
Allison Coleman Amy Wilcox Department (opt.): K-1  
Erin Robles DATE(S): July 9-10, 2014

ACTIVITY/EVENT: Staff Development for Educators National Conference

LOCATION: Las Vegas, Nevada

ABSENCE: # Days 2 Sub Required:  Yes  No # of School Days Missed 0

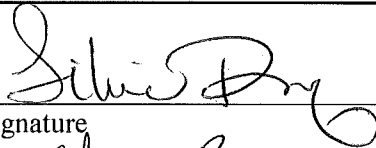

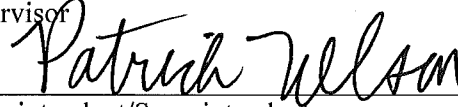
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$1,990.00</u>		<u>100-14-100-2210-115-6360</u>
Transportation	<u>\$0.00</u>	Mode _____	<u>Self paid</u>
Rental Car	<u>\$0.00</u> _____		
Meals	<u>\$0.00</u> _____		
Lodging	<u>\$0.00</u> _____		
Substitutes	<u>\$0.00</u> _____		
TOTAL	<u>\$1,990.00</u>		

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

Purpose of travel: Teachers will attend the Staff Development Conference to implement new strategies in the classroom.

Outcomes and academic benefits to students and staff: Teachers will learn powerful techniques to help strengthen Kindergartners/first graders emotional, social, cognitive, and physical development. Transform complex teaching concepts into understandable, exciting, and fun activities for students. All strategies covered in the conference sessions are both research based and classroom tested.

Submitted by:  6/25/14  
Signature Date  
 6/25/14  
Principal/Supervisor Date  
 6/25/14  
Associate Superintendent/Superintendent Date