

**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): Treva Wright

SCHOOL: Coronado K-8

Department (opt.): _____

DATE(S): July 13-18, 2017

ACTIVITY/EVENT: International Literacy Convention and Preconference Institute.

LOCATION: Orlando, Florida

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

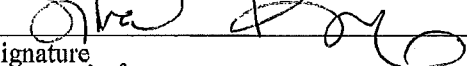
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

| <u>APPROXIMATE COST</u> | | <u>BUDGET CODE/DESCRIPTION</u> |
|-------------------------|------------------------------------|--|
| | | (Note: Tax credit contributions are District funds and require a budget code.) |
| Registration | <u>\$814.00</u> | <u>100.17.100.2210.115.6360</u> |
| Transportation | <u>\$700.00</u> Mode <u>Flight</u> | <u>100.17.100.2210.115.6582</u> |
| Rental Car | <u>\$0</u> _____ | |
| Meals | <u>\$360.00</u> | <u>100.17.100.2210.115.6582</u> |
| Lodging | <u>\$915.00</u> | <u>100.17.100.2210.115.6582</u> |
| Substitutes | <u>\$0</u> _____ | |
| TOTAL | <u>\$2,789.00</u> | |

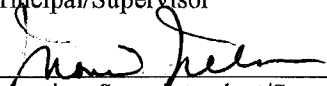
The District will ☐ (or) will not ☒ receive reimbursement from outside sources.

Purpose of travel: To gain additional professional insight and strategies to assist staff and intervention students with reading.

Outcomes and academic benefits to students and staff: To train staff on new strategies to assist students with reading difficulties. Also, to learn new intervention teaching strategies that will benefit my reading students.

Submitted by:  5/31/17
Signature Date

 5/31/17
Principal/Supervisor Date

 6/4/17
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): Darlene Mansouri

SCHOOL: District Offices

Department (opt.): State and Federal Programs

DATE(S): 02/07-02/12/2018

ACTIVITY/EVENT: 2018 National Title I Conference

LOCATION: Pennsylvania Convention Center, Philadelphia, Pennsylvania

ABSENCE: # Days 6 Sub Required: ☐ Yes ☒ No # of School Days Missed 4

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>\$599.00</u> | <u>100.17.100.2390.510.6360</u> |
| Transportation | <u>\$460.00</u> Mode <u>Airfare</u> | <u>100.17.100.2390.510.6582</u> |
| Rental Car | _____ | _____ |
| Meals | <u>\$293.25</u> | <u>100.18.100.2390.510.6582</u> |
| Lodging | <u>\$1,235.00</u> | <u>100.18.100.2390.510.6582</u> |
| Substitutes | _____ | _____ |
| TOTAL | <u>\$2,587.25</u> | |

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

Purpose of travel: To attend the 2018 National Title I Conference

Outcomes and academic benefits to students and staff: Learn current legal information regarding ESSA and its impact on State and Federal programs. All Title I schools and their students will be better served once knowledge is obtained.

Submitted by: _____

Signature

Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date