

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: 7

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

STAFF ADVISOR(S)/CHAPERONES: Jennifer Pike, Marina Moretti, Nicole Blanchard, Rowena Stamps and Aaron Stamps.

ABSENCE: # Days 7 Sub Required: Yes No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Attend the 2016 Odyssey of the Mind World Finals Competition.

DESTINATION OF TRAVEL: Iowa State University, Ames, Iowa

DATES OF TRAVEL: May 24, 2016 - May 30, 2016

ACADEMIC BENEFITS TO STUDENTS: Students will participate in the 2016 World Finals Odyssey of the Mind Competition with teams from around the world. Students will gain experience in public speaking, creative writing, dance, singing, artistic creation and display, as well as opportunity for cultural exchange.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Mountain View Tours Charter Bus

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>\$4,600.00</u>	<u>526/850 001001001115 6892</u>
Transportation	<u>\$7,151.25</u>	<u>526/850 001001001115 6519</u>
Meals	<u>Included</u>	_____
Lodging	<u>Included</u>	_____

Substitutes N/A _____
TOTAL \$11,751.25

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

HOW ARE CHAPERONE EXPENSES PAID? Parent chaperones are paying their own costs separately.

COST TO EACH STUDENT \$ 0.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Travel is provided at no cost to students.

FUNDING SOURCE(S): _____

FUNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY: Sibi Bandy _____ 4/27/16
Signature Date

APPROVED BY: MB _____ 4/27/16
Principal/Supervisor Date

Monia Nelson _____ 5/12/16
Associate Superintendent/Supintendent Date

AMPHITHEATER PUBLIC SCHOOLS
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SCHOOL: Prince

ESTIMATED NUMBER OF STUDENTS: 7

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

STAFF ADVISOR(S)/CHAPERONES: Jennifer Campbell, Sabina Prijic, Kristin Prinz

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: World Finals Odyssey Tournament

DESTINATION OF TRAVEL: Iowa State University-Ames, Iowa

DATES OF TRAVEL: May 24-29, 2016

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

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Airline and 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>\$5,550</u> _____	<u>526-00-100-1001-111-6892</u> _____
Transportation	<u>\$6,500</u> _____	<u>526-00-100-1001-111-6519</u> _____
Meals (for travel days-9 people)	<u>\$300</u> _____	<u>850-00-100-1001-111-6892</u> _____
Lodging	_____ _____	_____ _____
Substitutes	_____ _____	_____ _____

TOTAL

\$12,350

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

HOW ARE CHAPERONE EXPENSES PAID? club funds

COST TO EACH STUDENT \$ \$0

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? parent organization, community donations, fund raising

FUNDING SOURCE(S): district, tax credits, fund raising

FUNDRAISING ACTIVITIES PLANNED (If applicable):

bake sales, sno cone sales, food/craft booth at school carnival, tax credit drive, writing request letters to businesses.

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

SUBMITTED BY: _____
Signature

Date

APPROVED BY: Janni Shebe _____
Principal/Supervisor

4/29/16
Date

Moni Dela _____
Associate Superintendent/Supintendent

5/12/16
Date

AMPHITHEATER PUBLIC SCHOOLS
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SCHOOL: Painted Sky

ESTIMATED NUMBER OF STUDENTS: 7

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

STAFF ADVISOR(S)/CHAPERONES: Brianne Ronnie, Rebecca Ford, Toby Ford, Jeremy Young, Sharon Collins, Daniel and Tracy Seifried, Colby Korn, Penny Noble, Louisa Randall

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Odyssey of the Mind World Finals 2016

DESTINATION OF TRAVEL: Iowa State University, Ames, Iowa

DATES OF TRAVEL: May 25-29, 2016

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-United 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 \$ Ø

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

FUNDING SOURCE(S): Fundraising efforts: 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 for us 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 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:

Bonnie Romme
Signature

4/12/16
Date

APPROVED BY:

Wende Bralla Oden
Principal/Supervisor

4/26/16
Date

Wendy Nelson
Associate Superintendent/Supintendent

4/18/16
Date

AMPHITHEATER PUBLIC SCHOOLS
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ORIGINAL SUBMISSION

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 12

NAME OF SCHOOL GROUP/CLUB/ENTITY: Odyssey Club

STAFF ADVISOR(S)/CHAPERONES: Coaches: Cymry DeBoucher, Kitt Leonard, Amy Selegue, Joeli Secret

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 0

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

DESTINATION OF TRAVEL: Ames, Iowa

DATES OF TRAVEL: May 24 - May 29, 2016

ACADEMIC BENEFITS TO STUDENTS: Problem solving and creative thinking at an international level of competition

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Air 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>9800.00</u>	<u>526/850-00-100-2190-282-6892</u>
Transportation	<u>10700.00</u>	<u>526/850-00-100-2190-282-6519</u>
Meals	<u>2000.00</u>	<u>526/850-00100-2190-282-6892</u>
Lodging	<u>400.00</u>	<u>526/850-00100-2190-282-6892</u>
Substitutes	<u>0</u>	_____

TOTAL

22900.00

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

HOW ARE CHAPERONE EXPENSES PAID? Through donations and tax credits

COST TO EACH STUDENT \$ 400.00 tax credit

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

FUNDING SOURCE(S): Amphi District, Amphi Foundation, Tax Credit donations from the community and students, Club and Auxiliary Accounts, CDO Site Council Tax Credit Fund

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Tax Credit Fund Drive, Spontaneous workshop

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

SUBMITTED BY:

Signature

Date

APPROVED BY:

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date

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SCHOOL: **IRHS**

ESTIMATED NUMBER OF STUDENTS: 7

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

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

ABSENCE: # Days 7 Sub Required: Yes No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **World Finals**

DESTINATION OF TRAVEL: **Ames, Iowa**

DATES OF TRAVEL: **5/24/16 - 5/30/16**

ACADEMIC BENEFITS TO STUDENTS: _____

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other **Charter Bus**

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>\$135.00</u>	<u>525/850-00-100-1001-280-6892</u>
Transportation	<u>\$6,751.25</u>	<u>525/850-00-100-1001-280-6519</u>
Meals	_____	_____
Lodging	<u>\$5,750.00</u>	<u>525/850-00-100-1001-280-6892</u>
Substitutes	_____	_____
TOTAL	<u>\$12,636.25</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? N/A
IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? _____

COST TO EACH STUDENT \$ 1,539.46


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

FUNDING SOURCE(S): Amphi District contributed \$750/student


FUNDRAISING ACTIVITIES PLANNED (If applicable):
go-fund-me, yard sales, super hero cape sale, car wash

SUBMITTED BY: 
Signature

5/3/16
Date

APPROVED BY: 
Principal/Supervisor

5/3/16
Date


Associate Superintendent/Superintendent

5/12/16
Date

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 11

NAME OF SCHOOL GROUP/CLUB/ENTITY: Canyon Cagers (Girls Basketball)

STAFF ADVISOR(S)/CHAPERONES: Coaches Kent Senzee & Darrin Pierce & Devina Montierth

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Summer Basketball Tournament

DESTINATION OF TRAVEL: San Diego, California

DATES OF TRAVEL: July 12 - 17, 2016

ACADEMIC BENEFITS TO STUDENTS: Student athletes will bond as a team and learn how to get along with others. They will learn leadership and sportsmanship qualities during their competition with other teams. They should learn how to budget their own money as well.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Coaches and Chaperones will use their personal vehicles

Are expenses paid from any of the following accounts? Auxiliary yes Tax Credits yes Club Funds yes
Parent Organization no

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$550.00</u>	<u>526/850-00-100-1001-282-6892</u>
Transportation	<u>self pay</u>	_____
Meals	<u>self pay</u>	_____
Lodging	<u>\$2470.00</u>	<u>526/850-00-100-1001-282-6892</u>
Substitutes	_____	_____

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 18

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO Volleyball

STAFF ADVISOR(S)/CHAPERONES: David Garwacki, Michelle Gerard, Tim McGann, Ross Donaghay

ABSENCE: # Days 3 Sub Required: Yes No # of School Days Missed 0 - Fall Break

ACTIVITY / EVENT / PURPOSE OF TRAVEL: NFINITY 14th Annual Southern California Invitational

DESTINATION OF TRAVEL: San Diego, CA

DATES OF TRAVEL: October 13-15, 2016

ACADEMIC BENEFITS TO STUDENTS: Competition with 32 elite teams from several western states

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Enterprise rental cars

Are expenses paid from any of the following accounts? Auxiliary _____ Tax Credits Yes Club Funds Yes
Parent Organization _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$550</u>	<u>525-00-620-1001-282-6892</u>
Transportation	<u>\$750</u>	<u>526/850-00-100-1001-282-6519</u>
Meals	<u>\$2000</u>	<u>526/850-00-100-1001-282-6892</u>
Lodging	<u>\$2000</u>	<u>526/850-00-100-1001-282-6892</u>
Substitutes	<u>\$0</u>	_____

TOTAL

\$5300

WILL THE DISTRICT RECEIVE REIMBURSEMENT? N/A
IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? Club Fund

COST TO EACH STUDENT \$ 0

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? N/A

FUNDING SOURCE(S): Club Funds, Tax Credit

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY:  4/20/16
Signature Date

APPROVED BY:  4/25/16
Principal/Supervisor Date

 4/18/16
Associate Superintendent/Superintendent Date

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

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EMPLOYEE(S): **Jose Salcido**

SCHOOL: **AHS**

Department (opt.): **Math**

DATE(S): **6/13-18/16**

ACTIVITY/EVENT: **AP (Advanced Placement) Physics 1: Algebra Based**

LOCATION: **Santa Fe, New Mexico**

ABSENCE: # Days **6** 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>\$400.00</u>	<u>103.16.100.2210.281.6360</u>
Transportation	<u>\$400.00</u>	Mode <u>air</u> <u>103.16.100.2210.281.6582</u>
Rental Car	<u>\$333.13</u>	<u>103.16.100.2210.281.6582</u>
Meals	<u>\$324 .00</u>	<u>103.16.100.2210.281.6582</u>
Lodging	<u>\$200 .00</u>	<u>103.16.100.2210.281.6582</u>
Substitutes		
TOTAL	<u>\$1,657.13</u>	

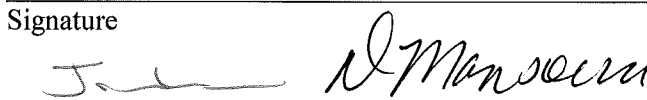
The District will (or) will not receive reimbursement from outside sources.

Purpose of travel: **To attend the Advanced Placement course.**

Outcomes and academic benefits to students and staff: **At this training, I expect to learn better tools and techniques for helping students acquire the skills they need to succeed in the AP Classroom.**

Submitted by:

Signature



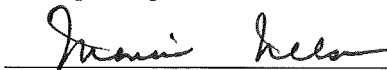
Date

4/28/16

Principal/Supervisor

4/22/16

Date



Associate Superintendent/Supintendent

5/12/16

Date

rev. 9/21/05

**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): Sonya Yount

SCHOOL: AHS

Department (opt.): Music

DATE(S): 6/20-24/16

ACTIVITY/EVENT: AP (Advanced Placement) Music Theory

LOCATION: Seaside, CA

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>\$800.00</u>	<u>103.16.100.2210.281.6360</u>
Transportation	<u>\$450.00</u>	Mode <u>air</u> <u>103.16.100.2210.281.6582</u>
Rental Car	<u>\$350.00</u>	<u>103.16.100.2210.281.6582</u>
Lodging/Meals	<u>\$450.00</u>	<u>103.16.100.2210.281.6582</u>
Substitutes		
TOTAL	<u>\$ 2,050.00</u>	

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

Purpose of travel: To attend the Advanced Placement course.

Outcomes and academic benefits to students and staff: At this training, I expect to learn better tools and techniques for helping students acquire the skills they need to succeed in the AP Classroom.

Submitted by:

Signature

Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date

rev. 9/21/05

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

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EMPLOYEE(S): Puspa Rizal _____

SCHOOL: District Offices
 Department (opt.): State and Federal Programs
 DATE(S): June 26-28, 2016

ACTIVITY/EVENT: Parents as Teachers Foundational 2 Training: Three Years Through Kindergarten

LOCATION: Parents as Teachers National Center 2228 Ball Dr., St. Louis, MO 63146

ABSENCE: # Days 3 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>525.00</u>	<u>474-00-100-2579-510-6360</u>
Transportation	<u>900.00</u> Mode <u>airplane</u>	<u>474-00-100-2190-510-6582</u>
Rental Car	_____	_____
Meals	<u>115.00</u>	<u>474-00-100-2190-510-6582</u>
Lodging	<u>205.00</u>	<u>474-00-100-2190-510-6582</u>
Substitutes	_____	_____
TOTAL	<u>1,745.00</u>	

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

Purpose of travel: Parents as Teachers Foundational 2 Training: Three Years Through Kindergarten to complete certification to implement the Parents as Teachers model and curriculum within the district.

Outcomes and academic benefits to students and staff: Increase parent involvement in schools, early intervention, kinder-readiness and family literacy.

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

Submitted by: *Puspa Rizal* 4/29/16
 Signature Date
Debra Mansueti 4/29/16
 Principal/Supervisor Date
Manin Dela 5/12/16
 Associate Superintendent/Supervisor 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): Mary Beth Santillan _____

SCHOOL: District Offices
 Department (opt.): State and Federal Programs
 DATE(S): 10-28-16 to 11-1-16

ACTIVITY/EVENT: The 28th Annual Conference for the National Association for the Education of Homeless Children and Youth

LOCATION: Hyatt Regency 9801 International Drive, Orlando, FL

ABSENCE: # Days 5 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>\$650.00</u>		<u>270-16-102-2579-510-6360</u>
Transportation	<u>\$450.00</u>	Mode <u>Flight</u>	<u>270-17-102-2579-510-6582</u>
Rental Car	<u>\$42.00</u>		<u>270-17-102-2579-510-6582</u>
Meals	<u>\$130.00</u>		<u>270-17-102-2579-510-6582</u>
Lodging	<u>\$476.72</u>		<u>270-17-102-2579-510-6582</u>
Substitutes	_____		_____
TOTAL	<u>\$1,748.72</u>		

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

Purpose of travel: National Conference attendance.

Outcomes and academic benefits to students and staff: McKinney-Vento Liaison will receive specialized training, gain knowledge and obtain insights from federal officials and nationally recognized authorities related to McKinney-Vento law, best practices and available resources regarding the issue of homeless education.

Submitted by: *MB Santillan* _____ 4-29-16
 Signature Date
Darlene Mansour _____ 4-29-16
 Principal/Supervisor Date
Tomie Hill _____ 5/18/16
 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): Carol Tracy, Annette Orelup, Christy Sullivan _____ SCHOOL: District Offices
Natalie Burnett, Mike Bejarano, Monica Nelson Department (opt.): _____
Michael McConnell, Roseanne Lopez, Patrick Nelson DATE(S): July 27-29, 2016

ACTIVITY/EVENT: 5th Annual STEM Forum & Expo

LOCATION: Denver, CO

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


EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

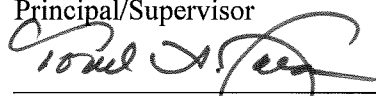
<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$2,470</u>	<u>140-16-100-2210-510-6360</u>
Transportation	<u>\$3,140</u> Mode _____	<u>140-16-100-2210-510-6582</u>
Rental Car	_____	
Meals	<u>\$1,485</u>	<u>140-16-100-2210-510-6582</u>
Lodging	<u>\$2,500</u>	<u>140-16-100-2210-510-6582</u>
Substitutes	_____	
TOTAL	<u>\$9,595</u>	

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

Purpose of travel: To attend the 5th Annual STEM Forum & Expo.

Outcomes and academic benefits to students and staff: Information gained will assist in providing a wider knowledge base and direction for educational change and challenge.

Submitted by:  5/12/14
 Signature Date

Principal/Supervisor _____ Date _____
 5/12/14
 Associate Superintendent/Superintendent Date