

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: 40

NAME OF SCHOOL GROUP/CLUB/ENTITY: Student Government

STAFF ADVISOR(S)/CHAPERONES: Samantha Burgin, Alyssa McGowan, Alex Thomas, Tony Jacobsen

ABSENCE: # Days 3 Sub Required: Yes No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Student Government Retreat

DESTINATION OF TRAVEL: Santa Monica, CA

DATES OF TRAVEL: 3/9/18 - 3/11/18

ACADEMIC BENEFITS TO STUDENTS: Students will participate in a leadership program to learn and practice their leadership skills. Along with that they will learn about collaboration, teamwork, communication, trust, and respect for others. This is something the students can bring back to the school and use immediately in their classes as they do group projects, navigate the social aspect of school with their peer relationships as well as their relationships with their teachers. While on the trip, the students will be competing in smaller groups to complete the "Amazing Race" first. They will have to work together to use leadership skills such as communication, teamwork, collaboration, and trust in each other in order to win this event.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Beeline 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>\$3,600.00</u>	<u>526/850-00-100-1001-280-6892</u>
	_____	_____
Transportation	<u>\$4,015.00</u>	<u>526/850-00-410-2710-280-6519</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: Wilson K-8

ESTIMATED NUMBER OF STUDENTS: Up to 200 students (all 8th graders)

NAME OF SCHOOL GROUP/CLUB/ENTITY: 8th Grade

STAFF ADVISOR(S)/CHAPERONES: Christy Talmage, Sharon Silvas, Travis Schlupe, Patty Grube, Danielle Swisher, Alex Smith, Brandi Dignum, Lisa Larson, Karl Pieroway, Scott Cortese, Nicole Franks, Parent chaperones: Sheila Stevens, Gretchen Witt, Jocelyn Smerz, Annie Anderson, Mike Goodwin, Halima Alkahyat, Maggie Slayne, Glenda Garcia, (Staff and parent chaperones may be adjusted as the number of students is finalized to assure the 1:10 ratio.)

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 8th Grade Extracurricular Trip

DESTINATION OF TRAVEL: Los Angeles, California

DATES OF TRAVEL: May 16-19, 2018

ACADEMIC BENEFITS TO STUDENTS: This is an extracurricular activity designed to promote year-long academic achievement, good attendance, and positive behavior.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Southwest Road Trip

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$75,000.00</u>	<u>525 00 100 1001 168 6892</u>
	_____	_____
Transportation	<u>inc</u>	_____
	_____	_____
Meals	<u>inc</u>	_____
	_____	_____
	<u>inc</u>	_____

Lodging	<u>inc</u>	_____
Substitutes	<u>n/a</u>	_____
TOTAL	<u>\$75,000.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? n/a
 IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? Parents paying their own way.

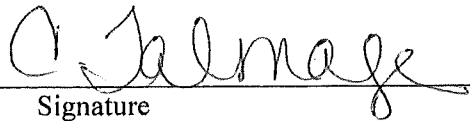
COST TO EACH STUDENT \$ 455.00


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

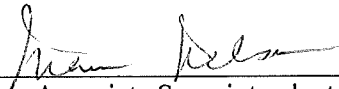
FUNDING SOURCE(S): Parents

FUNDRAISING ACTIVITIES PLANNED (If applicable):
None

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

SUBMITTED BY:  12/6/17
 Signature Date

APPROVED BY:  12/6/17
 Principal/Supervisor Date

 12/19/17
 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): Teresa Ramirez

SCHOOL: District Offices
 Department (opt.): Transportation
 DATE(S): 3/8/18-3/14/18

ACTIVITY/EVENT: TSD (Transporting Students with Disabilities and Preschoolers) Conference

LOCATION: Dallas, TX-Frisco Convention Center

ABSENCE: # Days 7 Sub Required: Yes No # of School Days Missed 5

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>\$531.00</u>	<u>001004102579528-6360</u>
Transportation	<u>\$450.00</u> Mode <u>Flight</u>	<u>001004102579528-6582</u>
Rental Car	<u>\$75.00 Shuttle</u>	<u>001004102579528-6582</u>
Meals	<u>\$282.25</u>	<u>001004102579528-6582</u>
Lodging	<u>\$1070.00</u>	<u>001004102579528-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$2408.25</u>	

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

Purpose of travel: Focus on transporting students with disabilities and preschoolers

Outcomes and academic benefits to students and staff: Safety and training strategies

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

Submitted by: Teresa Ramirez 12/19/2017
 Signature Date
 _____ 12/19/17
 Principal/Supervisor Date/
 _____ 12/19/17
 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): Jayne Huseby _____ SCHOOL: District Offices
 _____ Department (opt.): LAC
 _____ DATE(S): 3/26-3/31/2018

ACTIVITY/EVENT: Teaching English to Speakers of Other Languages 2018 International Convention

LOCATION: Chicago, IL

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 5

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>\$540.00</u>	<u>191-18-100-2210-511-6360</u>
Transportation	<u>\$580.00</u> Mode <u>Air/Taxi</u>	<u>191-18-100-2210-511-6582</u>
Rental Car	_____	_____
Meals	<u>\$340.75</u>	<u>191-18-100-2210-511-6582</u>
Lodging	<u>\$1,405.00</u>	<u>191-18-100-2210-511-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$2,865.75</u>	


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

Purpose of travel: To develop leadership skills, improve core competencies, and stay abreast of the latest developments in the field of English language teaching and learning. To learn about different English language development programs during an educational site visit that serves large numbers of ELs.

Outcomes and academic benefits to students and staff: 1) Share knowledge and training of best practice sessions through the dissemination of handouts and PowerPoint slides in workshops for ELD teachers and administrative staff, 2) Preview the latest and largest selection of EL teaching and learning products anywhere in the world which is critical as we move forward to meet District goals to increase rigor in ELD classrooms.

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

Submitted by: Jayne Huseby 12/4/2017
 Signature _____ Date _____
Darlene Monsoeur 12/4/17
 Principal/Supervisor _____ Date _____



Associate Superintendent/Superintendent

12/19/17
Date

rev. 9/1/15