

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: 90

NAME OF SCHOOL GROUP/CLUB/ENTITY: **IRHS Band**

STAFF ADVISOR(S)/CHAPERONES: **Mark Hodge, Damon Knepper, Tina Gillette, Katrina Stogner, AJ Lepore, Rachele Hodge, Stephanie Noe, Bret Noe, Ms. Laos, Natalie Walker**

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Western Band Association Marching Festival**

DESTINATION OF TRAVEL: **Carlsbad, CA**

DATES OF TRAVEL: **October 7-10, 2016**

ACADEMIC BENEFITS TO STUDENTS: **Students will be adjudicated and evaluated on their marching technique and music ability. The judges comments will help us prepare for our up coming state competition.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other **Charter Buses - Bee Line 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>\$400</u>	<u>525/526/850-00-100-1001-280-6892</u>
Transportation	<u>\$7200</u>	<u>525/526/850-00-100-1001-280-6519</u>
Meals	<u>\$7500</u>	<u>525/526/850-00-100-1001-280-6892</u>
Lodging	<u>\$6450</u>	<u>525/526/850-00-100-1001-280-6892</u>

Substitutes

\$75

530-00-100-3400-280-6113

TOTAL

\$21,625

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **NO**

IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? **Chaperones will pay their own way**

COST TO EACH STUDENT \$ **239.00**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **All students are afforded the opportunity to go. Each student can fundraise for cost. No student is turned away if they can not pay.**

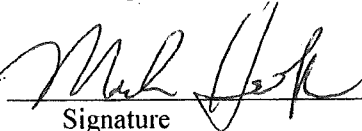
FUNDING SOURCE(S): **Club Account, Booster Account, Tax Credit**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Light Up Bracelets, Food Nights, Football Concessions, Summer School Concessions

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

SUBMITTED BY:


Signature

8/15/16

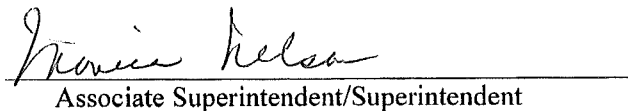
Date

APPROVED BY:


Principal/Supervisor

8/22/16

Date


Associate Superintendent/Superintendent

8/28/16

Date

AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST

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ORIGINAL SUBMISSION

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

SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 20

NAME OF SCHOOL GROUP/CLUB/ENTITY: Academic Decathlon

STAFF ADVISOR(S)/CHAPERONES: Chris and Elethia Yetman

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Academic Decathlon Competition

DESTINATION OF TRAVEL: Dallas, TX

DATES OF TRAVEL: October 27 - 30, 2016

ACADEMIC BENEFITS TO STUDENTS: Academic Competition, School exchange, Study skills development, etc.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: N/A

Other Air Travel

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$0</u>	_____
Transportation	<u>\$9000</u>	<u>526/850-00-100-1001-282-6519</u>
Meals	<u>\$500</u>	<u>526/850-00-100-1001-282-6892</u>
Lodging	<u>\$400</u>	<u>526/850-00-100-1001-282-6892</u>
Substitutes	<u>\$400</u>	<u>526/850-00-100-1001-282-6113</u>
TOTAL	<u>\$10,300</u>	

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

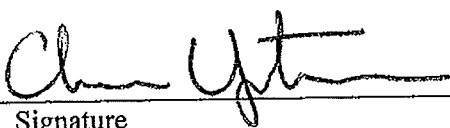
HOW ARE CHAPERONE EXPENSES PAID? Tax Credit and Club Funds

COST TO EACH STUDENT \$ \$500

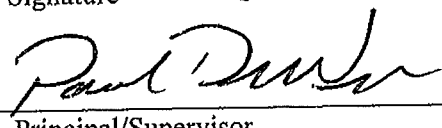
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax Credit and Club Funds

FUNDING SOURCE(S): Tax Credit and Club Funds

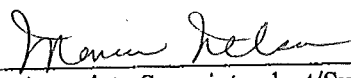
FUNDRAISING ACTIVITIES PLANNED (If applicable):
None

SUBMITTED BY: 
Signature

08/19/16
Date

APPROVED BY: 
Principal/Supervisor

8/20/16
Date


Associate Superintendent/Superintendent

8/28/16
Date

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: 36

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Drama, Musical, Tech Theatre Club**

STAFF ADVISOR(S)/CHAPERONES: **Mary Dickson, Crystal McCue, Maricel Peterson, Lynda Jackson, Christine Fapp, Dan Fapp**

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Musical Theatre Audition Workshop | Disney Performing Arts Workshops. To attend workshops and be rated by performance from Disney professionals.**

DESTINATION OF TRAVEL: **Anaheim, California**

DATES OF TRAVEL: **February 22 - 25, 2017**

ACADEMIC BENEFITS TO STUDENTS: **To learn acting, audition, and backstage techniques from professionals in the industry.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other **Mountain View Tours**

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>\$6,500.00</u>	<u>526/850-00-100-1001-280-6892</u>
Transportation	<u>\$3,872.00</u>	<u>526/850-00-100-1001-280-6519</u>
Meals	<u>\$7,840.00</u>	<u>526/850-00-100-1001-280-6892</u>
Lodging	<u>\$4,600.00</u>	<u>526/850-00-100-1001-280-6892</u>
Substitutes	<u>\$120.00</u>	<u>530-00-100-3400-280-6113</u>

TOTAL \$22,932.00

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

HOW ARE CHAPERONE EXPENSES PAID? **Through student fees.**

COST TO EACH STUDENT \$ **520.00**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Scholarships are available, and students will fundraise selling program advertisements.**

FUNDING SOURCE(S): **Shows and fundraisers, as well as tax credit.**

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Shows and program advertisements.

SUBMITTED BY: Mary D 9/26/10
Signature Date

APPROVED BY: Jeri Curran 8/26/16
Principal/Supervisor Date

Kevin Helan 8/28/16
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): Sarah Moser _____

SCHOOL: CDO
 Department (opt.): IB
 DATE(S): September 23-26, 2016

ACTIVITY/EVENT: IB Category 2 Language B Lit
 LOCATION: Denver, CO

ABSENCE: # Days 4 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>
	(Note: Tax credit contributions are District funds and require a budget code.)
Registration \$ <u>789.00</u>	<u>140-16-100-2210-510-6360</u>
Transportation \$ <u>750.00</u> Mode <u>airline</u>	<u>140-17-100-2210-510-6582</u>
Rental Car \$ <u>100.00 (shuttle)</u>	<u>140-17-100-2210-510-6582</u>
Meals \$ <u>216.00</u>	<u>140-17-100-2210-510-6582</u>
Lodging \$ <u>700.00</u>	<u>140-17-100-2210-510-6582</u>
Substitutes \$ <u>150.00</u>	<u>140-17-100-2210-510-6113</u>
TOTAL \$ <u>2705.00</u>	

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

Purpose of travel: **Training in Language Literature in order to teach IB courses at CDO and meet the International Baccalaureate Programme requirements.**

Outcomes and academic benefits to students and staff: **Academic subject depth and preparedness for rigorous broad and balanced, yet academically demanding programme of study with the development of critical-thinking and reflective skills for student achievement.**

Submitted by: Sarah Moser 8-26-16
 Signature Date
Paul Dush 8/26/16
 Principal/Supervisor Date
Janine Nelson 8/28/16
 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): John Hastings Teresa Sloane SCHOOL: District Offices
Department (opt.): Human Resources
DATE(S): October 10-14, 2016

ACTIVITY/EVENT: American Association of School Personnel Administrators 78th Annual Conference

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>
Registration	<u>\$1,360.00</u>	<u>001-00-100-2579-530-6360</u>
Transportation	<u>\$1,550.00</u> Mode <u>Air</u>	<u>001-00-100-2579-530-6582</u>
Rental Car	_____	_____
Meals	<u>\$400.00</u>	<u>001-00-100-2579-530-6582</u>
Lodging	<u>\$2,190.00</u>	<u>001-00-100-2579-530-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$5,500.00</u>	

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

Purpose of travel: To attend the largest conference for school human resource administrators and professionals to learn and share best practices, experience hands-on training, learn new laws and trends in HR, and participate in professional networking.

Outcomes and academic benefits to students and staff: To share and implement strategies and ideas learned at the conference and to assist with our efforts with HR's continuous improvement.

Submitted by: [Signature] 8/26/16
Signature Date
Principal/Supervisor 8/26/16
Date
[Signature] 8/23/16
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): Tassi Call Jamie Ruiz
JJ Letts Amy Wilson

SCHOOL: AMS
Department (opt.): _____
DATE(S): October 19-22, 2016

ACTIVITY/EVENT: 6th Annual No Excuses University

LOCATION: Anaheim, CA

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	<u>\$2,200</u>	<u>100-16-100-2210-166-6360</u>
Transportation	<u>\$1,305</u> Mode <u>Airlines</u>	<u>100-16-100-2210-166-6582</u>
Rental Car	_____	_____
Meals	<u>\$2,400</u>	<u>100-17-100-2210-166-6582</u>
Lodging	<u>\$1,200</u>	<u>100-17-100-2210-166-6582</u>
Substitutes	<u>\$400</u>	<u>100-17-100-2210-166-6113</u>
TOTAL	<u>\$7,505</u>	

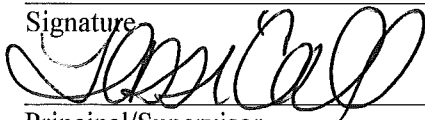
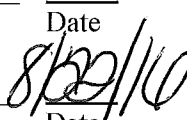
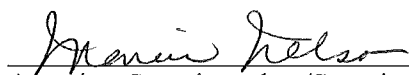
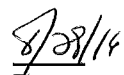
The District will (or) will not receive reimbursement from outside sources.

Purpose of travel: No Excuses University training to continue the college bound culture.

Outcomes and academic benefits to students and staff: Staff will learn practical strategies on how to continue the college bound culture through the Six Exceptional Systems that are driven by results.

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

Submitted by:

Signature _____ Date _____
 
Principal/Supervisor _____ Date _____
 
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): Bob Hehli Angela Perrin SCHOOL: Nash
 Kim Esposito Betty Young Department (opt.): _____
 ____ _____ DATE(S): October 19-22, 2016

ACTIVITY/EVENT: No Excuses University National Convention

LOCATION: Anaheim, CA

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 <u>\$2,500</u>	<u>100 17 100 2210 110 6360</u>
Transportation <u>\$1,500</u> Mode <u>Air</u>	<u>100 17 100 2210 110 6582</u>
Rental Car _____	_____
Meals <u>\$1,000</u>	<u>100 17 100 2210 110 6582</u>
Lodging <u>\$1,500</u>	<u>100 17 100 2210 110 6582</u>
Substitutes <u>\$1,200</u>	<u>100 17 100 2210 110 6113</u>
TOTAL <u>\$7,700</u>	

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

Purpose of travel: **The No Excuses University philosophy is the focus of our continuous school improvement efforts. Principal and at least one staff is required to attend National Convention every other year.**

Outcomes and academic benefits to students and staff: **1. Creating a culture of universal achievement. 2. Creating a collaborative environment. Aligning curriculum and instruction to the standards. Using research based assessments. Creating a data management system to analyze assessments. Providing academic and behavioral interventions to support students.**

Submitted by: _____ 8-17-16
Signature Bob Hehli Date
Principal/Supervisor Darlene Marsecki 8-22-16 Date
Associate Superintendent/Superintendent Marie Helton 8/28/16 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): Laurie Sheber Monica Procci SCHOOL: Prince
Brianna McLaughlin _____ Department (opt.): _____
 _____ DATE(S): October 19-22, 2016

ACTIVITY/EVENT: No Excuses University National Convention

LOCATION: 700 W. Convention Way, Anaheim, California 92802

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST		BUDGET CODE/DESCRIPTION
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$1485.00</u>	<u>100-16-100-2210-111-6360</u>
Transportation	<u>\$774.60</u> Mode <u>Air</u>	<u>100-17-100-2210-111-6582</u>
Rental Car	_____	_____
Meals	<u>\$615.00</u>	<u>100-17-100-2210-111-6582</u>
Lodging	<u>\$1074.00</u>	<u>100-17-100-2210-111-6582</u>
Substitutes	<u>\$475.00</u>	<u>100-17-100-2210-111-6113</u>
TOTAL	<u>\$4423.60</u>	

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

Purpose of travel: To attend the National Convention for No Excuses University.

Outcomes and academic benefits to students and staff: This convention concentrates on training administrators and teachers to lead high poverty schools and eliminate the achievement gap for all students. It focuses on leading a school towards the belief of universal achievement and that every student has the right to be educated in a way that prepares them for college and that it is the responsibility of the school to implement six exceptional systems that make college a reality.

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

Submitted by: Laurie Sheber _____ 8/19/16
 Signature Date

Principal/Supervisor _____ Date _____
Monica Procci 8/19/16

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): Dianna Kuhn Patricia Sullivan SCHOOL: Rio Vista
Patricia Lindberg Kayleigh Paul Department (opt.): _____
_____ DATE(S): 10-19-16 through 10-22-16

ACTIVITY/EVENT: No Excuses University National Convention and Leadership Summit
LOCATION: Anaheim, CA

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	<u>\$1980.00</u>		<u>100.16.100.2210.117.6360</u>
Transportation	<u>\$1600.00</u>	Mode <u>air</u>	<u>100.17.100.2210.117.6582</u>
Rental Car	_____		_____
Meals	<u>\$600.00</u>		<u>100.17.100.2210.117.6582</u>
Lodging	<u>\$1200.00</u>		<u>100.17.100.2210.117.6582</u>
Substitutes	<u>\$900.00</u>		<u>100.17.100.2210.117.6113</u>
TOTAL	<u>\$6280.00</u>		

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

Purpose of travel: As part of the No Excuses University Network of schools, principals and at least one staff member must attend every other year. It supports our School Improvement Plan.

Outcomes and academic benefits to students and staff: Multiple sessions are provided for improving instruction and leadership that are brought back to the other staff members involving the Six Exceptional Systems: Culture of Universal Achievement, Data Analysis, Assessment, Standards Alignment, Interventions and Collaboration.

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

Submitted by: Dianna Kuhn 8-24-16
Signature Date

Principal/Supervisor _____ Date _____
Karin Hels 8/23/16
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): Stephen Rothkopf _____

SCHOOL: CDO
 Department (opt.): IB
 DATE(S): November 3-6, 2016

ACTIVITY/EVENT: IB Coordinator Training Level 3

LOCATION: Bethesda, MD

ABSENCE: # Days 4 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>
			<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>
Registration	<u>\$739.00</u>		<u>140-16-100-2210-510-6360</u>
Transportation	<u>\$ 700.00</u>	Mode <u>airline</u>	<u>140-17-100-2210-510-6582</u>
Rental Car	<u>\$ 100.00 (shuttle)</u>		<u>140-17-100-2210-510-6582</u>
Meals	<u>\$236.00</u>		<u>140-17-100-2210-510-6582</u>
Lodging	<u>\$600.00</u>		<u>140-17-100-2210-510-6582</u>
Substitutes	_____		_____
TOTAL	<u>\$2375.00</u>		

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

Purpose of travel: The purpose for this training is to meet the International Baccalaureate Programme requirements.

Outcomes and academic benefits to students and staff: Academic benefits for students to become successful in meeting the IB Benchmarks and increasing ability for students to receive the IB diploma.

Submitted by:

	<u>8/10/16</u>
Signature	Date
	<u>8/18/16</u>
Principal/Supervisor	Date
	<u>8/29/16</u>
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): Emery Thomure _____

SCHOOL: CDO
 Department (opt.): IB
 DATE(S): November 11-14, 2016

ACTIVITY/EVENT: IB Category 2 Language A Lit

LOCATION: Portland, OR

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 1

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>\$739.00</u>	<u>140-16-100-2210-510-6360</u>
Transportation	<u>\$1000.00</u> Mode <u>airline</u>	<u>140-17-100-2210-510-6582</u>
Rental Car	<u>\$ 100.00 (shuttle)</u>	<u>140-17-100-2210-510-6582</u>
Meals	<u>\$ 216.00</u>	<u>140-17-100-2210-510-6582</u>
Lodging	<u>\$510.00</u>	<u>140-17-100-2210-510-6582</u>
Substitutes	<u>0</u>	_____
TOTAL	<u>\$2465.00</u>	

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

Purpose of travel: Training in Language Literature in order to teach IB courses at CDO and meet the International Baccalaureate Programme requirements.

Outcomes and academic benefits to students and staff: Academic subject depth and preparedness for rigorous broad and balanced, yet academically demanding programme of study with the development of critical-thinking and reflective skills for student achievement.

Submitted by: 8-26-16
 Signature Date
 8/26/16
 Principal/Supervisor Date
 8/26/16
 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): Darlene Mansouri _____

SCHOOL: District Offices
 Department (opt.): State & Federal Pgms/Title I
 DATE(S): November 30 - December 2, 2016

ACTIVITY/EVENT: Bruman & Manasevit - Fall Forum 2016

LOCATION: Cosmopolitan Hotel and Convention Center, Clarke Co, NY

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>\$1,055.00</u>	<u>100-17-100-2240-510-6360</u>
Transportation	<u>\$ 245.00</u> Mode <u>Airplane</u>	<u>100-17-100-2240-510-6582</u>
Rental Car	_____	_____
Meals	<u>\$ 202.00</u>	<u>100-17-100-2240-510-6582</u>
Lodging	<u>\$ 776.00</u>	<u>100-17-100-2240-510-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$2,278.00</u>	

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

Purpose of travel: To attend the Bruman & Manasevit - 2016 Fall Forum and the Every Student Succeeds Act (ESSA) Session

Outcomes and academic benefits to students and staff: Learn current legal information regarding the Every Student Succeeds Act (ESSA) and its impact on State and Federal Programs.

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

Submitted by: Darlene Mansouri 8-22-16
 Signature Date

 Principal/Supervisor Date
Travis Nelson 8/22/16
 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): Julie Cota _____

SCHOOL: CDO
 Department (opt.): Counseling Dept
 DATE(S): 3-9-17 to 3-12-17

ACTIVITY/EVENT: Evidence Based Conference

LOCATION: San Diego, CA

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 2

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

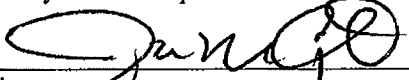
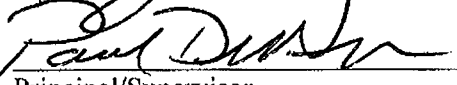
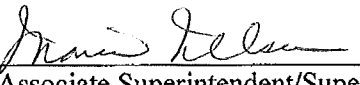
	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$0</u>	_____
Transportation	<u>\$0</u> Mode _____	_____
Rental Car	_____	_____
Meals	<u>\$0</u>	_____
Lodging	<u>\$0</u>	_____
Substitutes	<u>N/A</u>	_____
TOTAL	<u>\$0</u>	

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

Purpose of travel: This conference will equip the counselor with skills to enhance our counseling program. All costs for this conference are free. Mrs. Cota received a scholarship by entering and winning an essay contest.

Outcomes and academic benefits to students and staff: Streamline the counseling program strategies to include providing data for program accountability. The goal is to provide more opportunities for students and demonstrate accountability of needs to staff.

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

Submitted by:  8/22/16
 Signature Date
 8/20/16
 Principal/Supervisor Date
 8/23/16
 Associate Superintendent/Supervisor Date