

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: 6

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Newspaper Staff**

STAFF ADVISOR(S)/CHAPERONES: **Doreen Rouille and Karen Bohne**

ABSENCE: # Days 5 Sub Required:  Yes  No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL:

**Attend the National Journalism Education Association (JEA) Fall 2014 Conference in Washington, DC, to attend workshops and compete in journalism contests.**

DESTINATION OF TRAVEL: **Washington, D.C.**

DATES OF TRAVEL: **11/5/2014 - 11/9/2014**

ACADEMIC BENEFITS TO STUDENTS:

**Students will listen to keynote speakers, who are among the nation's top reporters and newsmakers, and attend relevant sessions where they can learn how to improve skills related to various aspects of journalism. Students will also have the opportunity to network with students serious about pursuing print and online media. Students will learn information and skills they can bring back to the classroom to improve the overall journalistic quality of the school's newspaper and yearbook. Bob Woodward is a Keynote Speaker, and Mary Beth Tinker is a workshop presenter! Students will also compete in journalism contests.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: \_\_\_\_\_

Other **Airplane**

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	<b><u>\$720.00</u></b>	<b><u>526/850-00-100-1001-280-6892</u></b>
Transportation	<b><u>\$3,064.00</u></b>	<b><u>526/850-00-100-1001-280-6519</u></b>

Meals	<u>\$1,200</u>	<u>526/850-00-100-1001-280-6892</u>
Lodging	<u>\$2,034.00</u>	<u>526/850-00-100-1001-280-6892</u>
Substitutes	<u>\$325.50</u>	<u>530-00-100-3400-280-6113</u>
TOTAL	<u>\$7,343.50</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? **Club / Tax Credit**

COST TO EACH STUDENT \$ **\$585.00**

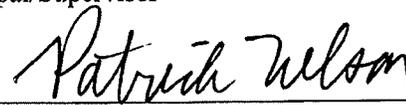
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **The club plans to have fundraisers throughout the year in order to offset the costs for low income families.**

FUNDING SOURCE(S): \_\_\_\_\_

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
**Candy Sales; Newspaper Advertising**

SUBMITTED BY:  9/18/2014  
 Signature Date

APPROVED BY:  9/19/14  
 Principal/Supervisor Date

 9-29-14  
 Associate Superintendent/Superintendent 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: IRHS

ESTIMATED NUMBER OF STUDENTS: 14-18

NAME OF SCHOOL GROUP/CLUB/ENTITY: IRHS wrestling team

STAFF ADVISOR(S)/CHAPERONES: Tim Berrier, Paul Vasquez

ABSENCE: # Days 2 Sub Required:  Yes  No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Las Cruces Invitational

DESTINATION OF TRAVEL: Las Cruces HS, Las Cruces, New Mexico

DATES OF TRAVEL: December 12-13, 2014

ACADEMIC BENEFITS TO STUDENTS: We currently have 8 former wrestlers who are attending college with financial aid from wrestling. Competing in these types of tournaments gives our current wrestlers exposure to college coaches, which we hope will help them get into and pay for college.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: \_\_\_\_\_

Other Van rental

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>\$350</u>	<u>526/850-00-100-1001-280-6892</u>
Transportation	<u>\$900</u>	<u>526/850-00-100-1001-280-6519</u>
Meals	_____	_____
Lodging	<u>\$400</u>	<u>526/850-00-100-1001-280-6892</u>

Substitutes

\$100

530-00-100-3400-280-6113

TOTAL

\$1,750

WILL THE DISTRICT RECEIVE REIMBURSEMENT? no  
IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? included with students' costs, except for own food expenses that are self paid.

COST TO EACH STUDENT \$ Food costs - \$50-\$75

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Club money will pay for the trip. parents will chip in to cover food for anyone who can't afford it.

FUNDING SOURCE(S): Tax credit, club funds, booster club

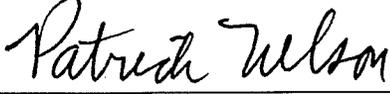
FUNDRAISING ACTIVITIES PLANNED (If applicable): waiting for trip approval- dinners, silent auction

SUBMITTED BY:   
Signature

8/18/14  
Date

APPROVED BY:   
Principal/Supervisor

8/22/14  
Date

  
Associate Superintendent/Superintendent

9-29-14  
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: IRHS

ESTIMATED NUMBER OF STUDENTS: 14-18

NAME OF SCHOOL GROUP/CLUB/ENTITY: IRHS wrestling team

STAFF ADVISOR(S)/CHAPERONES: Tim Berrier, Paul Vasquez

ABSENCE: # Days 4 Sub Required:  Yes  No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Las Vegas Holiday Invitational

DESTINATION OF TRAVEL: Las Vegas Convention Center, Las Vegas, NV

DATES OF TRAVEL: December 18-21, 2014

ACADEMIC BENEFITS TO STUDENTS: We currently have 8 former wrestlers who are attending college with financial aid from wrestling. Competing in these types of tournaments gives our current wrestlers exposure to college coaches, which we hope will help them get into, and pay for, college.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: \_\_\_\_\_

Other van rental

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>\$500</u>	<u>526/850-00-100-1001-280-6892</u>
Transportation	<u>\$1,200</u>	<u>526/850-00-100-1001-280-6519</u>
Meals	_____	_____
Lodging	<u>\$1,200</u>	<u>526/850-00-100-1001-280-6892</u>

Substitutes \$100

530-00-100-3400-280-6113

TOTAL \$3,000

WILL THE DISTRICT RECEIVE REIMBURSEMENT? no  
IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? included with students' costs, except for food, which will be self paid.

COST TO EACH STUDENT \$ \$75-100

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Club money will pay for the trip. Parent booster club would be available to anyone who can't afford the food expense.

FUNDING SOURCE(S): tax credit, club funds, booster club

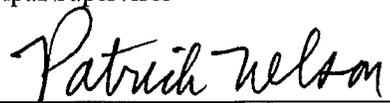
FUNDRAISING ACTIVITIES PLANNED (If applicable):  
pending board approval - dinners, silent auction, car washes

SUBMITTED BY:   
Signature

8/18/17  
Date

APPROVED BY:   
Principal/Supervisor

8/20/17  
Date

  
Associate Superintendent/Supervisor

9-29-17  
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: AMS

ESTIMATED NUMBER OF STUDENTS: 40

NAME OF SCHOOL GROUP/CLUB/ENTITY: Project Catalina

STAFF ADVISOR(S)/CHAPERONES: Rob Wolf, Kathy Floyd, Amanda Kaiser, Theresa Eckley, Phil Tilicki

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Trip to Catalina Island Marine Institute

DESTINATION OF TRAVEL: Catalina Island, California

DATES OF TRAVEL: March 3<sup>rd</sup>- March 6<sup>th</sup> 2015

ACADEMIC BENEFITS TO STUDENTS: Extension of science curriculum. Topics include marine biology, oceanography and ecology. Students will also compete to name the most marine animals as well as earn points for their groups through the various activities on the trip.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: \_\_\_\_\_

Other Charter Bus

Are expenses paid from any of the following accounts? Auxiliary \_\_\_\_\_ Tax Credits x Club Funds \_\_\_\_\_  
Parent Organization \_\_\_\_\_

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	<u>9600</u>	<u>525/526-00-100-1001-166-6892</u>
Transportation	<u>3300</u>	<u>525/526-00-100-1001-166-6519</u>
Meals	<u>300</u>	<u>525/526-00-100-1001-166-6892</u>
Lodging	<u>1200</u>	<u>525/526-00-100-1001-166-6892</u>
Substitutes	<u>1600</u>	<u>525/526-00-100-1001-166-6113</u>

TOTAL

16000

WILL THE DISTRICT RECEIVE REIMBURSEMENT? yes  
IF SO, SOURCE & AMOUNTS: Student tuition and tax credit donations.

HOW ARE CHAPERONE EXPENSES PAID? Included in student cost.

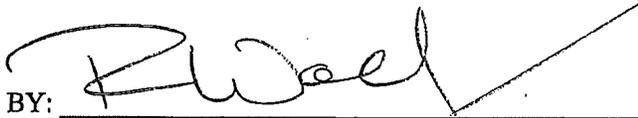
COST TO EACH STUDENT \$ 400

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarships are made available to students who need them.

FUNDING SOURCE(S): Tax credit donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
Snacks to be sold during after school sporting events.

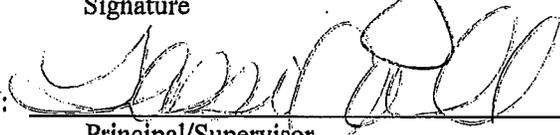
SUBMITTED BY:

  
Signature

9-15-14

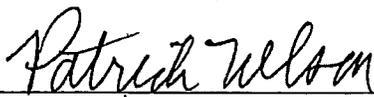
Date

APPROVED BY:

  
Principal/Supervisor

9/16/14

Date

  
Associate Superintendent/Superintendent

9-29-14

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 Howe Marty Schickling SCHOOL: Prince  
Jennifer Campbell \_\_\_\_\_ Department (opt.): \_\_\_\_\_  
 \_\_\_\_\_ DATE(S): October 19-22,2014

ACTIVITY/EVENT: No Excuses University 4<sup>th</sup> Annual Convention  
 LOCATION: Las Vegas, NV

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>1350.00</u>	<u>100-15-100-2210-111-6360</u>
Transportation	<u>648.60</u> Mode _____	<u>100-15-100-2210-111-6582</u>
Rental Car	_____	_____
Meals	<u>516.00</u>	<u>100-15-100-2210-111-6582</u>
Lodging	<u>934.08</u>	<u>100-15-100-2210-111-6582</u>
Substitutes	_____	_____
TOTAL	<u>3448.68</u>	

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

Purpose of travel: To continue working with the NEU exceptional systems in place at Prince. This is an opportunity to collaborate with other NEU schools and provide practical strategies to assist in coaxing academic success for all students-especially those who live in high poverty who historically struggle to achieve academic proficiency.

Outcomes and academic benefits to students and staff: The staff set high expectations for all students to be college bound.

Submitted by: M. Ortiz 9/25/14  
 Signature Date  
J. Howe 9/25/14  
 Principal/Supervisor Date  
Patrick Wilson 9-29-14  
 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): Paola Camacho  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: District Offices  
 Department (opt.): Title 1/PAT  
 DATE(S): 10/19/14-10/24/14

ACTIVITY/EVENT: Foundational and Model Implementation Training

LOCATION: St. Louis, MO

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>915.00</u>	<u>474-00-100-2579-510-6360</u>
Transportation	<u>591.20</u> Mode <u>flight</u>	<u>474-00-100-2579-510-6582</u>
Rental Car	_____	_____
Meals	<u>313.00</u>	<u>474-00-100-2579-510-6582</u>
Lodging	<u>513.35</u>	<u>474-00-100-2579-510-6582</u>
Substitutes	_____	_____
TOTAL	<u>2332.55</u>	

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

Purpose of travel: To attend the Parents as Teachers Foundational and Model Implementation Training for new educators.

Outcomes and academic benefits to students and staff: Training and knowledge on foundational and model implementation training.

Submitted by: *Dir Gutierrez* \_\_\_\_\_ 9/16/14  
 Signature Date  
*J. Marosecchi* \_\_\_\_\_ 9/22/14  
 Principal/Supervisor Date  
*Patrick Wilson* \_\_\_\_\_ 9-29-14  
 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): David Alzner  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: CDO  
 Department (opt.): Library  
 DATE(S): November 16 - 18, 2014

ACTIVITY/EVENT: What's New in Young Adult Literature Seminar

LOCATION: Embassy Suites, 211 E. Huntington Drive, Arcadia, CA 91006

ABSENCE: # Days 3 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>\$239.00</u>	<u>525-00-100-2210-282-6360</u>
Transportation	<u>\$420.08</u> Mode <u>Car</u>	<u>525-00-100-2210-282-6582</u>
Rental Car	_____	_____
Meals	<u>Self Pay</u>	_____
Lodging	<u>Self Pay</u>	_____
Substitutes	<u>\$200.00</u>	<u>525-00-100-2210-282-6113</u>
TOTAL	<u>\$859.08</u>	

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

Purpose of travel: Seminar thoroughly covers the best books for teenagers published in the last 12 months. Information for book talks and library purchases is thoroughly useful for librarian keeping collection excellent.

Outcomes and academic benefits to students and staff: Detailed and excellent book talks for students and teachers.

Submitted by: David Alzner sum 9-24-201  
 Signature Date

Paul DeWalt 9/24/14  
 Principal/Supervisor Date

Patrick Nelson \_\_\_\_\_  
 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 Joshua Field SCHOOL: AHS/CDO/IRHS  
Jennifer Atteberry Jean Gowen Department (opt.): CTE  
DATE(S): 11/18/14-11/22/14

ACTIVITY/EVENT: National Association of Career and Technical Education, CareerTech Vision 2014

LOCATION: Nashville, TN

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>\$1550</u>	<u>260-15-270-2210-***-6360</u>
Transportation	<u>\$3200</u> Mode <u>Airplane</u>	<u>260-15-270-2210-***-6582</u>
Rental Car	_____	_____
Meals	<u>\$980</u>	<u>260-14-270-2210-***-6582</u>
Lodging	<u>\$2520</u>	<u>260-15-270-2210-***-6582</u>
Substitutes	<u>\$1100</u>	<u>260-15-270-2210-***-6113</u>
TOTAL	<u>\$9350</u>	*** Corresponds to site 280, 281, 282

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

Purpose of travel: To attend the National ACTE conference to learn best practices and programs of study information.

Outcomes and academic benefits to students and staff: Attendees will work with fellow CTE staff to share information which will then transfer to classroom practice.

Submitted by:

Signature

Date

Patricia Greenleaf  
Principal/Supervisor

9/29/14  
Date

Patrick Nelson  
Associate Superintendent/Supervisor

9-29-14  
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): Patricia Harris \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: CDO  
 Department (opt.): \_\_\_\_\_  
 DATE(S): 12/12/14 - 12/16/14

ACTIVITY/EVENT: NFHS/NIAAA National Athletic Directors Conference

LOCATION: National Harbor, Maryland

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>\$525.00</u>		<u>001.00.620.2579.512.6360</u>
Transportation	<u>\$650.00</u>	Mode <u>Air/Shuttle</u>	<u>525.00.620.1001.282.6582</u>
Rental Car	_____		_____
Meals	<u>\$283.00</u>		<u>525.00.620.1001.282.6582</u>
Lodging	<u>\$900.00</u>		<u>525.00.620.1001.282.6582</u>
Substitutes	_____		_____
<b>TOTAL</b>	<b><u>\$2358.00</u></b>		

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

Purpose of travel: To attend the NFHS/NIAAA National Athletic Director's Conference.

Outcomes and academic benefits to students and staff: Completion of coursework and workshops in safety and budgeting.

Submitted by: Patricia Harris 9/17/14  
 Signature Date  
Paul D. Nelson 9/17/14  
 Principal/Supervisor Date  
Fritrick Nelson 9-30-14  
 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): Tony Jacobsen  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: IRHS  
 Department (opt.): \_\_\_\_\_  
 DATE(S): 12/14-12/16 2014

ACTIVITY/EVENT: NFHS/NIAAA National Athletic Directors Conference  
 LOCATION: National Harbor, Maryland

ABSENCE: # Days 3 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>\$515.00</u>	<u>001.00.620.2579.512.6360</u>
Transportation <u>\$650.00</u> Mode <u>Air/Shuttle</u>	<u>525-00-100-3400-280-6582</u>
Rental Car _____	_____
Meals <u>\$266.00</u>	<u>525-00-100-3400-280-6582</u>
Lodging <u>\$344.00</u>	<u>525-00-100-3400-280-6582</u>
Substitutes _____	_____
TOTAL <u>\$1,775</u>	

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

Purpose of travel: To attend the NFHS/NIAAA National Athletic Director's Conference.

Outcomes and academic benefits to students and staff: Completion of coursework and workshops in safety and budget.

Submitted by:  9-10-14  
 Signature Date  
Natalie Burnett 9/10/14  
 Principal/Supervisor Date  
Patrick Nelson 9-30-14  
 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): Armando Soto  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: AHS  
 Department (opt.): \_\_\_\_\_  
 DATE(S): Dec 12-16, 2014

ACTIVITY/EVENT: NIAAA National Athletic Director's Conference

LOCATION: National Harbor, Maryland

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>\$330.00</u>	<u>001.00.620.2210.512.6360</u>
Transportation	<u>\$650.00</u> Mode <u>Air</u>	<u>525.00.620.3400.281.6582</u>
Rental Car	_____	_____
Meals	<u>\$283.00</u>	<u>525.00.620.3400.281.6582</u>
Lodging	<u>\$900.00</u>	<u>525.00.620.3400.281.6582</u>
Substitutes	_____	_____
<b>TOTAL</b>	<b><u>\$2163.00</u></b>	

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

Purpose of travel: To attend the NFHS/NIAAA National Athletic Directors Conference

Outcomes and academic benefits to students and staff: Completion of coursework and workshops in safety, budget and other areas of athletics.

Submitted by: Armando Soto 10/2/14  
 Signature Date

Jon Luman 10/2/14  
 Principal/Supervisor Date

Monie Jiles 10/3/14  
 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): Steve Duley \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL: District Offices  
Department (opt.): \_\_\_\_\_  
DATE(S): 4/25 - 4/29/15

ACTIVITY/EVENT: LRP National Institute 36<sup>th</sup> Annual Conference

LOCATION: Colorado Convention Center, Denver, CO

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>
Registration	<u>\$945.00</u>	<u>001-00-200-2579-540-6360</u>
Transportation	<u>\$695.00</u> Mode <u>air/taxi/prkg</u>	<u>001-00-200-2579-540-6582</u>
Rental Car	_____	_____
Meals	<u>\$132.00</u>	<u>001-00-200-2579-540-6582</u>
Lodging	<u>\$780.00</u>	<u>001-00-200-2579-540-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$2552.00</u>	

(Note: Tax credit contributions are District funds and require a budget code.)

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

Purpose of travel: Obtain updates on legal issues and subsequent best practices in providing special education services.

Outcomes and academic benefits to students and staff: Information obtained will be shared with staff throughout the year

Submitted by:  \_\_\_\_\_  
Signature Date 9-5-14

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_  
Associate Superintendent/Superintendent Date 9-29-14

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): Todd Jaeger \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL: District Offices  
Department (opt.): Legal Services  
DATE(S): November 4-7, 2014

ACTIVITY/EVENT: Advanced Employment Issues Symposium

LOCATION: Las Vegas, NV

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>
Registration	<u>\$1,248.00</u>	<u>0010010023215056360</u>
Transportation	<u>\$300.00</u> Mode <u>Air &amp; Ground</u>	<u>0010010023215056582</u>
Rental Car	_____	_____
Meals	<u>\$150.00</u>	<u>0010010023215056582</u>
Lodging	<u>\$512.00</u>	<u>0010010023215056582</u>
Substitutes	_____	_____
TOTAL	<u>\$2,210.00</u>	

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

Purpose of travel: **This symposium is an advanced level employment law and human resource strategies program with an emphasis in a number of very timely and relevant topics, including recruitment and retention in tight job markets, talent management, hiring of remote staff, disability law compliance, and Health Care Reform mandates.**

Outcomes and academic benefits to students and staff: **Development of new strategies and avenues for recruitment of, retention of, and appropriate service to staff in a highly competitive job market.**

Submitted by: Todd Jaeger \_\_\_\_\_ 09/30/14  
Signature Date

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
Patrick Nelson 10-1-14  
Associate Superintendent/Superintendent Date