

**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): Dustin Peace, Tommy Steele, Tony Jacobsen, Jerry Necoechea, Adam Rossi, Andy Bayse, Jody Bayse, Jeff Kane, Eric Rossi, Rick Werbylo, Phil Garcia, and Rick Berkbigler _____ SCHOOL: CDO

Department (opt.): N/A

DATE(S): 3-10 to 3-12, 2011

ACTIVITY/EVENT: SDSU Coaching Clinic

LOCATION: San Diego, CA

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

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>\$40 per coach = 480 max</u>	<u>850-00-100-3400-282-6360</u>
Transportation	<u>264 (gas) (600 miles round trip X 1 car X (.44 pe</u>	
Mode <u>own car</u>	<u>850-00-100-3400-282-6582</u>	
Rental Car	<u>N/A</u> _____	
Meals	<u>N/A</u> _____	
Lodging	<u>700 hotel (2 rooms)</u>	<u>850-00-100-3400-282-6582</u>
Substitutes	_____	_____
TOTAL	<u>1444</u>	

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

Purpose of travel: Explore new techniques in the game of football.

Outcomes and academic benefits to students and staff: Explore new techniques in the game of football.

Submitted by: _____ 2-23-11
Signature Date

Principal/Supervisor Date

Associate Superintendent/Superintendent 3-1-11
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: **CDO**

ESTIMATED NUMBER OF STUDENTS: 9

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Academic Decathlon**

STAFF ADVISOR(S)/CHAPERONES: **Chris Yetman and Rick Werbylo**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Academic Decathlon National Finals**

DESTINATION OF TRAVEL: **Charlotte, NC**

DATES OF TRAVEL: **April 24 - May 1, 2011**

ACADEMIC BENEFITS TO STUDENTS: **National Academic Competition**

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other **Commercial Airlines**

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$0</u>	<u>Paid by AZ Academic Decathlon</u>
Transportation	<u>\$0</u>	<u>Paid by AZ Academic Decathlon</u>
Meals	<u>\$3000</u>	<u>850/526-00-100-3400-282-6892</u>
Lodging	<u>\$1000</u>	<u>850/526-00-100-3400-282-6892</u>
Substitutes	<u>\$750</u>	<u>850/526-00-100-3400-282-6113</u>
TOTAL	<u>\$4750</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **No**

IF SO, SOURCE & AMOUNTS: **N/A**

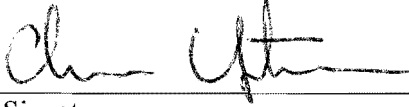
HOW ARE CHAPERONE EXPENSES PAID? **Tax Credit and Club Funds**

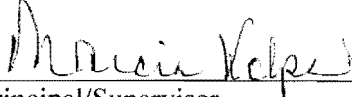
COST TO EACH STUDENT \$ **100 (Spending Money)**

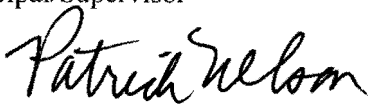
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Tax Credits and Club Funds**

FUNDING SOURCE(S): **Tax Credit and Club Funds**

FUNDRAISING ACTIVITIES PLANNED (If applicable):
N/A

SUBMITTED BY:  **2/9/11**
Signature Date

APPROVED BY:  **2/9/11**
Principal/Supervisor Date

 **3-1-11**
Associate Superintendent/Superintendent Date