

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): Mike Bejarano Jon Lansa  
Christy Sullivan Tassi Call

SCHOOL: District Offices

Department (opt.): School Operations

DATE(S): October 23-25, 2013

ACTIVITY/EVENT: The Education Trust 2013 National Conference

LOCATION: Baltimore, MD

ABSENCE: # Days 3 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>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$1,275.00</u>	<u>140-14-100-2210-510-6360</u>
Transportation	<u>\$2,500.00</u> Mode <u>air</u>	<u>140-14-100-2210-510-6582</u>
Rental Car	<u>\$250.00 - taxi</u>	<u>140-14-100-2210-510-6582</u>
Meals	<u>\$550.00</u>	<u>140-14-100-2210-510-6582</u>
Lodging	<u>\$1,750.00</u>	<u>140-14-100-2210-510-6582</u>
Substitutes	<u>                    </u>	
TOTAL	<u>\$6,325.00</u>	

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

Purpose of travel:

Outcomes and academic benefits to students and staff: As above

Submitted by: \_\_\_\_\_ 8/7/13  
Signature Date

\_\_\_\_\_  
Principal/Supervisor Date  
Mon Heen 8/9/13  
Associate Superintendent/Superintendent Date