

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: 40

NAME OF SCHOOL GROUP/CLUB/ENTITY: Canyon Players/Technical Theatre

STAFF ADVISOR(S)/CHAPERONES: Robert Cannon, Shane Dally, Cristina Turner, Cassady Synnestvedt, Rachel Peru

ABSENCE: # Days 5 Sub Required:  Yes  No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: College & Career Tour

DESTINATION OF TRAVEL: Los Angeles, California

DATES OF TRAVEL: March 18, 2018 - March 22, 2018

ACADEMIC BENEFITS TO STUDENTS: Acting/Directing/Playwriting & Technical Theatre students view firsthand a professional television production studio, post-production facilities and costume, scenery and properties shops. Students will participate in improvisation workshops and then attend a ComedySportz performance to view the application of improvisation and participate in a ComedySportz competition. Students will tour Universal Studios which includes a VIP backstage tour geared specifically to theatrical production and view a live performance of 'Aladdin' at the Pantages Theatre. Finally, students will take two college tours at USC and New York Film Academy highlighting the Theatre, Television & Film departments to see how colleges prepare artists for work in the performing arts.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Mountain View Bus Lines

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>\$18,400.00</u>	<u>850/526-00-100-3400-282-6892</u>
Transportation	<u>\$5,000.00</u>	<u>850/526-00-100-3400-282-6519</u>

Meals	<u>Student Purchased</u>	_____
Lodging	<u>\$5,200.00</u>	<u>850/526-00-100-3400-282-6892</u>
Substitutes	<u>n/a</u>	_____
TOTAL	<u>\$28,600.00</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? Self-pay, same amount as student ticket.

COST TO EACH STUDENT \$ 600.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax Credits offset the true cost of the ticket which is approximately \$700.00.

FUNDING SOURCE(S): Club Funds, Tax Credit

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Improvisation Shows, Ticket Sales at performances, Polo shirt sales, concessions at performances.

SUBMITTED BY: \_\_\_\_\_

Cannon  
 Signature

6/13/17  
 Date

APPROVED BY: \_\_\_\_\_

Danger  
 Principal/Supervisor

6/14/17  
 Date

Thoni Nelson  
 Associate Superintendent/Superintendent

6/22/17  
 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): Alison Carbonneau \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: District Offices  
 Department (opt.): Food Service  
 DATE(S): July 9-13, 2017

ACTIVITY/EVENT: Annual National Conference for (ANC) School Nutrition Association

LOCATION: Atlanta, GA

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>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$405.00</u>	<u>510-00-100-3100-526-6360</u>
Transportation	<u>\$675.00</u> Mode <u>air</u>	<u>510-00-100-3100-526-6582</u>
Rental Car	_____	_____
Meals	<u>\$258.00</u>	<u>510-00-100-3100-526-6582</u>
Lodging	<u>\$470.00</u>	<u>510-00-100-3100-526-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$1,808.00</u>	

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

Purpose of travel: To attend ANC professional growth conference and learn new ways to be compliant with new federal rules and regulations for (NSLP) National School Lunch Program.

Outcomes and academic benefits to students and staff: To meet new standards and regulations for school breakfast and lunch.

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): Cliff Wadhams  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: District Offices  
 Department (opt.): Finance  
 DATE(S): October 8 to October 12, 2017

ACTIVITY/EVENT: SunGard National Conference

LOCATION: Alexandria, VA

ABSENCE: # Days 5 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>0.00</u>	<u>530-00-100-2579-520-6360</u>
Transportation	<u>\$700.00</u> Mode <u>Air</u>	<u>530-00-100-2579-520-6582</u>
Rental Car	<u>\$50.00</u>	<u>530-00-100-2579-520-6582</u>
Meals	<u>\$150.00</u>	<u>530-00-100-2579-520-6582</u>
Lodging	<u>\$900.00</u>	<u>530-00-100-2579-520-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$1,800.00</u>	

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

Purpose of travel: Updates and Enhancements to EFinance Software, meet with new ownership of SunGard. Also will present 2 classes at conference

Outcomes and academic benefits to students and staff: Better understanding of EFinance and its capabilities for future systems enhancements at the District.

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

Submitted by: [Signature] 6-21-17  
 Signature Date  
[Signature] 6/21/17  
 Principal/Supervisor Date  
[Signature] 6/20/17  
 Associate Superintendent/Supervisor Date