

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): Robert Knickerbocker

SCHOOL: District Offices

Department (opt.): Transportation

DATE(S): April 22-25, 2012

ACTIVITY/EVENT: Visit to the Thomas bus factory

LOCATION: High Point, North Carolina

ABSENCE: # Days 3 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	_____		_____
Transportation	<u>500</u>	Mode <u>Air</u>	<u>001-00-100-2579-528-6582</u>
Rental Car	_____		_____
Meals	<u>100</u>		<u>001-00-100-2579-528-6582</u>
Lodging	<u>300</u>		<u>001-00-100-2579-528-6582</u>
Substitutes	_____		_____
TOTAL	<u>900</u>		

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

Purpose of travel: To obtain a better understanding of the new technologies used in bus manufacturing and maintenance

Outcomes and academic benefits to students and staff: Lower long term operational costs

Submitted by: Robert Knickerbocker 2/29/12
 Signature Date
Mr. Joseph C. ... 2/29/12
 Principal/Supervisor Date
Patrick Wilson 3-19-12
 Associate Superintendent/Superintendent Date

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): Monica Nelson Chris Potter SCHOOL: District Offices
 Chris Gutierrez Jon Lansa Department (opt.): _____
 Tassi Call _____ DATE(S): 7/23/12 - 7/26/12

ACTIVITY/EVENT: Comprehension Times Three - CX3 (Comprehension w/Common Core)

LOCATION: Denver School of Science and Technology, Denver, CO

ABSENCE: # Days 4 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>\$2,475</u>	<u>140.12.100.2210.515.6360</u>
Transportation	<u>\$1,438</u> Mode <u>air</u>	<u>140.12.100.2210.515.6582</u>
Rental Car	<u>\$ 614</u>	<u>140.12.100.2210.515.6582</u>
Meals	<u>\$ 770</u>	<u>140.12.100.2210.515.6582</u>
Lodging	<u>\$1,797</u>	<u>140.12.100.2210.515.6582</u>
Substitutes	_____	_____
TOTAL	<u>\$7,094</u>	

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

Purpose of travel: The Amphi High feeder pattern principals are working collaboratively to improve reading scores. This training, offered by three of the most expert professionals in reading, will help us create a plan and develop strategies to improve reading.

Outcomes and academic benefits to students and staff: We will develop a plan for reading instruction that will improve reading abilities of students in the Amphi High feeder pattern. They have lagged behind other students in the district; new strategies will be developed collaboratively to strengthen reading instruction and create more competent readers.

Submitted by:

Signature	_____	Date	_____
	<u>Travis Delan</u>		<u>3/15/12</u>
Principal/Supervisor	_____	Date	_____
	<u>Patrick Wilson</u>		<u>3-19-12</u>
Associate Superintendent/Superintendent	_____	Date	_____

**AMPHI THEATER 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 Stoner Dianna Kuhn SCHOOL: District Offices
Michael McConnell Bob Hehli Department (opt.): _____
Christine Sullivan _____ DATE(S): 7/23/12 - 7/26/12

ACTIVITY/EVENT: Comprehension Times Three - CX3 (Comprehension w/Common Core)

LOCATION: Denver School of Science and Technology, Denver, CO

ABSENCE: # Days 4 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>\$2,475</u>		<u>140.12.100.2210.515.6360</u>
Transportation	<u>\$1,438</u>	Mode <u>air</u>	<u>140.12.100.2210.515.6582</u>
Rental Car	<u>\$ 307</u>		<u>140.12.100.2210.515.6582</u>
Meals	<u>\$ 770</u>		<u>140.12.100.2210.515.6582</u>
Lodging	<u>\$1,797</u>		<u>140.12.100.2210.515.6582</u>
Substitutes	_____		_____
TOTAL	<u>\$6,787</u>		

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

Purpose of travel: The Amphi High feeder pattern principals are working collaboratively to improve reading scores. This training, offered by three of the most expert professionals in reading, will help us create a plan and develop strategies to improve reading.

Outcomes and academic benefits to students and staff: We will develop a plan for reading instruction that will improve reading abilities of students in the Amphi High feeder pattern. They have lagged behind other students in the district; new strategies will be developed collaboratively to strengthen reading instruction and create more competent readers.

Submitted by,

Signature	_____	Date	_____
			<u>3/15/12</u>
Principal/Supervisor	_____	Date	_____
			<u>3-19-12</u>
Associate Superintendent/Superintendent	_____	Date	_____

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): Rebekkah Diamond

SCHOOL: CDO

Department (opt.): Science

DATE(S): March 27-31, 2012

ACTIVITY/EVENT: National NSTA Conference

LOCATION: Indianapolis, IN

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>	_____
Transportation	<u>\$0.00</u>	Mode _____
Rental Car	<u>\$0.00</u> _____	
Meals	<u>\$0.00</u> _____	
Lodging	<u>\$0.00</u> _____	
Substitutes	<u>\$400.00</u>	<u>530-00-100-1001-282-6113</u>
TOTAL	<u>\$400.00</u>	

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

Purpose of travel: I was selected as a National Science Teacher's Association New Teacher Fellow and as part of this honor, I was awarded an all expenses paid trip to the National NSTA Conference. At the conference, Fellows participate in special workshops and programs, in addition to regularly planned seminars to enhance their pedagogical and content skills.

Outcomes and academic benefits to students and staff: While attending a variety of workshops at the NSTA conference I will be exposed to new ways to effectively communicate science to our students. As I will be the only representative from CDO at the conference, I will present the most valuable tools and ideas at department meetings so that other science teachers can benefit from my experience.

Submitted by: Diamond _____ Date: 2/28/2012

Signature: Patricia Harris _____ Date: 2/28/2012

Principal/Supervisor: Patricia Nelson _____ Date: 3-19-12

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): Patti Greenleaf _____

SCHOOL: District Offices
 Department (opt.): School Operations
 DATE(S): May 23-25, 2012

ACTIVITY/EVENT: National Association of Workforce Improvement Annual Conference

LOCATION: Boston, MA

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>300.00</u>	<u>260-12-270-2210-515-6360</u>
Transportation	<u>800.00</u> Mode <u>Airplane</u>	<u>260-12-270-2210-515-6582</u>
Rental Car	_____	
Meals	<u>240.00</u>	<u>260-12-270-2210-515-6582</u>
Lodging	<u>750.00</u>	<u>260-12-270-2210-515-6582</u>
Substitutes	_____	_____
TOTAL	<u>2090.00</u>	

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

Purpose of travel: To attend NAWI conference to gain best practices in the areas of career pathways, programs of study, STEM and workforce development.

Outcomes and academic benefits to students and staff: I will be able to share with teachers and staff information I learn at the conference.

Submitted by: Patti Greenleaf _____ 3/12/12
 Signature Date

Patricia Wilson _____ 3/12/12
 Principal/Supervisor Date

Patricia Wilson _____ 3-19-12
 Associate Superintendent/Superintendent Date

AMERICAN THEATRE 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): Fiona O'Brien _____

SCHOOL: Wilson K-8
Department (opt.): SPED
DATE(S): 5/28-6/1/12

ACTIVITY/EVENT: Treatment and Education of Autistic and other related Communication Handicapped Children (TEACCH) May Inservice and Annual Conference

LOCATION: Chapel Hill, North Carolina

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

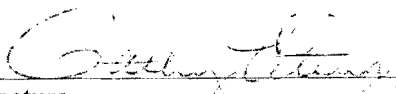
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u> (Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>500.00</u>	<u>001.00.200.2210.540.6360</u>
Transportation _____ Mode _____		<u>paid by the employee</u>
Rental Car	<u>40.00 (taxi to/from Airport)</u>	<u>001.00.200.2210.540.6582</u>
Meals	<u>220.00</u>	<u>001.00.200.2210.540.6582</u>
Lodging	<u>595.00</u>	<u>001.00.200.2210.540.6582</u>
Substitutes	_____	_____
TOTAL	<u>1355.00</u>	

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

Purpose of travel: TEACCH May Inservice 5/29-5/30, 2012 & TEACCH Annual Conference 5/31-6/1, 2012

Outcomes and academic benefits to students and staff: The TEACCH Inservice and Conference, with a focus on the application and integration of the structured teaching model across a broad range of programs, settings and curriculum areas will enable me to continue to provide support to teachers at Wilson and throughout the district to meet the needs of students with autism.

Submitted by:  3/2/12
Signature Date

Principal/Supervisor  Date 3-19-12

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: AHS

ESTIMATED NUMBER OF STUDENTS: 12

NAME OF SCHOOL GROUP/CLUB/ENTITY: Girls Basketball Club

STAFF ADVISOR(S)/CHAPERONES: Damon Lovato/John Rotzell/Ben Bultman/Paula Saavedra

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: University of San Diego- Team Basketball Camp

DESTINATION OF TRAVEL: 5998 Alcalá Park University of San Diego, San Diego, CA 92110

DATES OF TRAVEL: June 21-24, 2012

ACADEMIC BENEFITS TO STUDENTS: Athletic activity students will compete and bond as a team while for many student athletes experiencing San Diego for the first time.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Renting vans from Enterprise

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$525</u>	<u>526/8500062034002816892</u>
Transportation	<u>\$700</u>	<u>526/8500062034002816519</u>
Meals	<u>\$960</u>	<u>Student paid</u>
Lodging	<u>\$1,200</u>	<u>526/8500062034002816892</u>

Substitutes \$0

TOTAL \$3,385

WILL THE DISTRICT RECEIVE REIMBURSEMENT? N/A
IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? The chaperones hotel room will be paid for by the basketball club and will self-pay for meals.

COST TO EACH STUDENT \$ Students only responsible for food expenses, the hotel provides breakfast. Students will need approximately between \$60-80

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Meal scholarships will be available to low income families & Tax Credit as needed .

FUNDING SOURCE(S): Club funds and tax credit

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Little Panthers Basketball Camp, Car Washes, Shoot-a-thon

SUBMITTED BY: [Signature]
Signature

2/22/2012
Date

APPROVED BY: [Signature]
Principal/Supervisor

2/22/12
Date

[Signature]
Associate Superintendent/Supervisor

3-4-12
Date