

**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): Michael Bejarano _____

SCHOOL: District Offices

Department (opt.): _____

DATE(S): October 1 - October 3, 2012

ACTIVITY/EVENT: NFHS (National Federation of State High School Associations) Coaches Education Committee

LOCATION: Indianapolis, IN

ABSENCE: # Days 3 Sub Required: ☐ Yes ☒ No

of School Days Missed 3

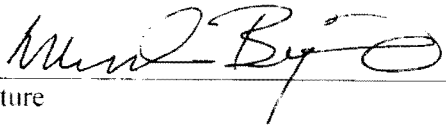
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

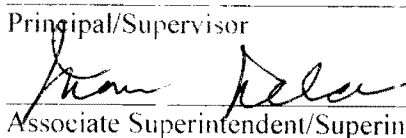
| <u>APPROXIMATE COST</u> | | <u>BUDGET CODE/DESCRIPTION</u> (Note: Tax credit contributions are District funds and require a budget code.) |
|-------------------------|-----------------------|--|
| Registration | _____ | <u>All Expenses paid by NFHS</u> |
| Transportation | _____ Mode <u>Air</u> | <u>NFHS</u> |
| Rental Car | _____ | _____ |
| Meals | _____ | <u>NFHS</u> |
| Lodging | _____ | <u>NFHS</u> |
| Substitutes | _____ | _____ |
| TOTAL | _____ | |

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

Purpose of travel: Attend NFHS Committee Meeting

Outcomes and academic benefits to students and staff: The purpose of the committee is to develop continued educational opportunities for high school coaches.

Submitted by:  8-7-12
Signature Date

Principal/Supervisor _____ Date _____
 8/10/12
Associate Superintendent/Superintendent Date

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| | |
|---|----------------|
| Principal/Supervisor | Date |
| <i>Patrick Wilson</i> | <i>8-15-12</i> |
| Associate Superintendent/Superintendent | 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: 21

NAME OF SCHOOL GROUP/CLUB/ENTITY: The Gallery Club/Photo Imaging III

STAFF ADVISOR(S)/CHAPERONES: Lee Street, Linda Dale

ABSENCE: # Days 5 Sub Required: ☒ Yes ☐ No # of School Days Missed 4

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Photoshop World Conference

DESTINATION OF TRAVEL: Las Vegas, Nevada

DATES OF TRAVEL: September 4 - September 8, 2012

ACADEMIC BENEFITS TO STUDENTS: Real world experience, portfolio reviews from world renowned professional photographers, photography competitions with international community, and photography and Photoshop classes and training.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Airline

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

| | APPROX. COST | BUDGET CODE |
|----------------|--------------------|-------------------------------------|
| | \$298.00 | 596-83-270-2190-282-6360 |
| Registration | <u>\$2,825.00</u> | <u>526/850-00-100-3400-282-6892</u> |
| | \$500 | 596-83-270-2190-282-6582 |
| Transportation | <u>\$4,500.00</u> | <u>526/850-00-100-3400-282-6892</u> |
| | | Students pay for own meals |
| Meals | <u>\$264.00</u> | <u>596-83-270-2190-282-6582</u> |
| | \$1,950.00 | 596-83-270-2190-282-6582 |
| Lodging | <u>\$1,050.00</u> | <u>526/850-00-100-3400-282-6892</u> |
| | | 596-83-270-2190-282-6113 |
| Substitutes | <u>\$225.00</u> | <u>526/850-00-100-3400-282-6113</u> |
| TOTAL | <u>\$11,612.00</u> | |

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

HOW ARE CHAPERONE EXPENSES PAID? _____

COST TO EACH STUDENT \$ \$300.00 + meals

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Parent Organization Scholarships, Placement Scholarships (\$1,600)

FUNDING SOURCE(S): _____

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Gallery openings (Art and gift shop items sold)

SUBMITTED BY: [Signature]
Signature

7/23/12
Date

APPROVED BY: [Signature]
Principal/Supervisor

7/23/12
Date

[Signature]
Associate Superintendent/Superintendent

8/10/12
Date