

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: 7

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO Fine Arts

STAFF ADVISOR(S)/CHAPERONES: Gina Beca, Carrie Bakken, John Parham, Erin Weber, Brian Valencia

ABSENCE: # Days 2 Sub Required: Yes No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Visit Los Angeles County Museum of Art and Magic Mountain for Art History lessons and unique artistic subject matter.

DESTINATION OF TRAVEL: Los Angeles, CA

DATES OF TRAVEL: April 21-22, 2018

ACADEMIC BENEFITS TO STUDENTS: Students will be exposed to artwork and view subjects for their art that they do not have access to locally. They will have a guided tour of the Museum of Art. Students will collect unique photos at Magic Mountain. Students will then return and compete in a movement themed art competition where their artwork will be on display.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Charter bus included with registration through Southwest Road Trips, LLC

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$1925.00</u>	<u>850 1/526-00-100-1001-282-6892</u>
Transportation	<u>included in registration</u>	_____
Meals	<u>included in registration</u>	_____

Lodging	<u>included in registration</u>	_____
Substitutes	<u>\$0.00</u>	_____
TOTAL	<u>\$1,925.00</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? Included in registration fee

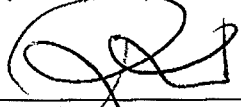
COST TO EACH STUDENT \$ 275.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? tax credits

FUNDING SOURCE(S): tax credit / student paid

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY:  3/6/18
 Signature Date

APPROVED BY: Tara Bullock 3/6/18
 Principal/Supervisor Date

 3/14/18
 Associate Superintendent/Superintendent 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): Cathy Clonts _____

SCHOOL: District Offices
 Department (opt.): Food Service
 DATE(S): July 9-11, 2018

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

LOCATION: Las Vegas, NV

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>
			<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>
Registration	<u>\$325.00</u>		<u>510-00-100-3100-526-6360</u>
Transportation	<u>\$345.50</u>	Mode <u>air</u>	<u>510-00-100-3100-526-6582</u>
Rental Car	_____		_____
Meals	<u>\$117.25</u>		<u>510-00-100-3100-526-6582</u>
Lodging	<u>\$426.00</u>		<u>510-00-100-3100-526-6582</u>
Substitutes	_____		_____
TOTAL	<u>\$1,213.75</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 3/12/18

 Principal/Supervisor _____ Date 3/13/18

 Associate Superintendent/Superintendent _____ Date 3/16/18

**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): Marcela Arizpuro, Alison Carbonneau, Virginia Garcia SCHOOL: District Offices
Virginia Hardin, Patricia Marquez, Colleen Thomas Department (opt.): Food Service
Pilar Pecoraco, Kathy Neumaier, Cathy Zack, Juliette Heiser DATE(S): July 9-13, 2018

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

LOCATION: Las Vegas, NV

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>\$3460.00</u>	<u>510-00-100-3100-526-6360</u>
Transportation	<u>\$3059.50</u> Mode <u>air</u>	<u>510-00-100-3100-526-6582</u>
Rental Car	_____	_____
Meals	<u>\$1972.50</u>	<u>510-00-100-3100-526-6582</u>
Lodging	<u>\$4260.00</u>	<u>510-00-100-3100-526-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$12,752.00</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: _____ Date 3/12/18
 Signature _____ Date _____
 _____ Date 3/13/18
 Principal/Supervisor _____ Date _____
 _____ Date 3/14/18
 Associate Superintendent/Supintendent _____ Date _____