

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: 24

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO Beach Volleyball

STAFF ADVISOR(S)/CHAPERONES: Ryan Call, Mark Carter, Kathleen Kniffen

ABSENCE: # Days 3 Sub Required: Yes No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Beach Volleyball competition

DESTINATION OF TRAVEL: San Diego, CA

DATES OF TRAVEL: 2/6/20-2/8/20

ACADEMIC BENEFITS TO STUDENTS: Students will train and compete at a beach volleyball tournament on Mission and Pacific Beaches in San Diego, CA.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Enterprise Rentals

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>\$400.00</u> _____	<u>Paid by boosters</u> _____
Transportation	<u>\$1600.00</u> _____	<u>Paid by boosters</u> _____
Meals	<u>\$2430.00</u> _____	<u>Paid by boosters</u> _____
Lodging	<u>\$3200.00</u> _____	<u>Paid by boosters</u> _____
Substitutes	_____	_____

TOTAL

\$7630.00

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

HOW ARE CHAPERONE EXPENSES PAID? Beach Volleyball Boosters

COST TO EACH STUDENT \$ 0

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? N/A

FUNDING SOURCE(S): Beach Volleyball Boosters

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY: _____

Signature

1/16/2020
Date

APPROVED BY: _____

Principal/Supervisor

1/16/2020
Date

Michael Byars

Associate Superintendent/Superintendent

1/17/2020
Date

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ORIGINAL SUBMISSION

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SCHOOL: AHS

ESTIMATED NUMBER OF STUDENTS: 50

NAME OF SCHOOL GROUP/CLUB/ENTITY: Amphi Orchestra, Band, Choir

STAFF ADVISOR(S)/CHAPERONES: Russ Granillo, Sonya Yount, Lorie Miller, Edward Miller, Lisa French

ABSENCE: # Days 3 Sub Required: Yes No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: California Music trip

DESTINATION OF TRAVEL: Fairfield Inn by Marriott, 7828 Orangethrope Ave, Buena Park, CA 90621

DATES OF TRAVEL: Friday, March 13, 2020 through Sunday, March 15, 2020

ACADEMIC BENEFITS TO STUDENTS: Students will receive critiques on their musicianship and technique during a workshop with local musicians. Students will compete for awards based on various areas of musicianship. Students will get to experience performing in a large venue and they will also see the professional performance of a musical.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Southwest Road Trips 9251 N. Moonview Pl. Tucson, AZ 85742

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
<u>0000</u> Registration	<u>\$8,640.00</u>	<u>850/526/525.00.100.1001.6892.281.</u>
<u>0000</u> Transportation	<u>\$4,590.00</u>	<u>850/526/525.00.410.2790.6519.281.</u>
<u>0000</u> Meals	<u>\$3,510.00</u>	<u>850/526/525.00.100.1001.6892.281.</u>

<u>0000</u>	Lodging	<u>\$4,590.00</u>	<u>850/526/525.00.100.1001.6892.281.</u>
<u>0000</u>	Substitutes	<u>\$250.00</u>	<u>850/526/525.00.100.1001.6113.281.</u>
	TOTAL	<u>\$21,580.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No
 IF SO, SOURCE & AMOUNTS: N/A

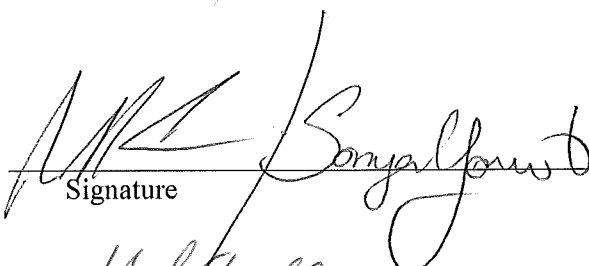
HOW ARE CHAPERONE EXPENSES PAID? Chaperones will pay their own expenses

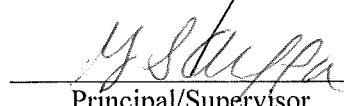
COST TO EACH STUDENT \$ \$395.00

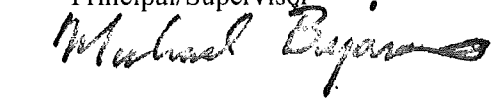
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Several opportunities for fundraising are made available to all participating students. Partial scholarships up to half the cost of the trip are made available to students based on need and available resources.

FUNDING SOURCE(S): Club, Parent Organization, Tax Credit

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Restaurant nights, Car Washes, U of A concession stand work.

SUBMITTED BY:  1/6/20
 Signature Date

APPROVED BY:  1/7/20
 Principal/Supervisor Date

 1/7/2020
 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): Sumaya Frick

SCHOOL: District Offices
 Department (opt.): CTE
 DATE(S): March 27th- April 1st, 2020

ACTIVITY/EVENT: Association for Career and Technical Education National Policy Seminar
 LOCATION: Washington D.C.

ABSENCE: # Days 6 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>\$554.00</u>		<u>400.20.300.2210.6360.515.0000</u>
Transportation	<u>\$1200.00</u>	Mode <u>Airline</u>	<u>400.20.300.2210.6582.515.0000</u>
Rental Car	_____		_____
Meals	<u>\$346.00</u>		<u>400.20.300.2210.6582.515.0000</u>
Lodging	<u>\$1550.00</u>		<u>400.20.300.2210.6582.515.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$3650.00</u>		

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

Purpose of travel: Attending the Association for Career and Technical Education National Policy Seminar

Outcomes and academic benefits to students and staff: It's a great opportunity for me to gain first-hand insights on WIOA (Workforce Innovation Opportunity), and TANAF (Temporary Assistance for Needy Families Acts) from breakout sessions, keynote speakers and other CTE subject-matter experts to one-on-one meetings with Members of Congress and their staff. I will then be able to share these insights once I return home so that we can ensure our programs are reflective of current policy trends and prepared for changes in federal requirements.

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

Submitted by:

Signature	<u>[Signature]</u>	Date	<u>1/16/2020</u>
Principal/Supervisor	<u>[Signature]</u>	Date	<u>1/17/2020</u>
Associate Superintendent/Supervisor		Date	

rev. 8/25/17

AMPHITHEATER PUBLIC SCHOOLS
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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 Janet Ellis
Nicole Stern Michael Warrick

SCHOOL: District Offices
Department (opt.): Finance/Technology
DATE(S): April 25 to April 29, 2020

ACTIVITY/EVENT: Tyler Connect 2020

LOCATION: Orlando, FL

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 3

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

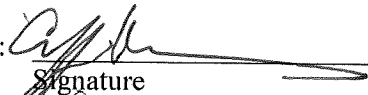
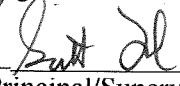
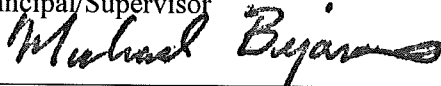
<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$3,900.00</u>	<u>001.00.100.2579.6360.520/550.0000</u>
Transportation	<u>\$1,765.00</u> Mode <u>Air</u>	<u>001.00.100.2579.6582.520/550.0000</u>
Rental Car	<u>\$212.00</u>	<u>001.00.100.2579.6582.520/550.0000</u>
Meals	<u>\$650.00</u>	<u>001.00.100.2579.6582.520/550.0000</u>
Lodging	<u>\$2,520.00</u>	<u>001.00.100.2579.6582.520/550.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$9,047.00</u>	

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

Purpose of travel: **This event will give us opportunity to discover new ways to boost our productivity and services in the using of our Infinite Visions and Tyler SIS software systems. The Conference will also allow us to interact directly with Tyler Tech staff, but also allow us to network with other users around the country.**

Outcomes and academic benefits to students and staff: **Please see ROI document attached.**

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

Submitted by:  1-15-2020
 Signature Date
 1-15-20
 Principal/Supervisor Date
 1/17/2020
 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): John Hastings Zak Morek

SCHOOL: District Offices

Department (opt.): Human Resources

DATE(S): April 25 to April 29, 2020

ACTIVITY/EVENT: Tyler Connect 2020

LOCATION: Orlando, FL

ABSENCE: # Days 5 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>1950.00</u>	<u>001.00.100.2579.6360.530.0000</u>
Transportation	<u>881.76</u> Mode <u>Air</u>	<u>001.00.100.2579.6582.530.0000</u>
Rental Car	<u>220.00 (Uber and Airport Parking)</u>	<u>001.00.100.2579.6582.530.0000</u>
Meals	<u>325.00</u>	<u>001.00.100.2579.6582.530.0000</u>
Lodging	<u>2480.00</u>	<u>001.00.100.2579.6582.530.0000</u>
Substitutes	_____	_____
TOTAL	<u>5856.76</u>	

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

Purpose of travel: **This event will give us an opportunity to discover new ways to boost our productivity and services in using our Infinite Visions Systems. The Conference will allow us to interact directly with Tyler Tech staff and allow us to network with other users around the country.**

Outcomes and academic benefits to students and staff: _____

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

Submitted by:

Signature

Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date

[Handwritten signatures and dates: 4/16/20, 4/16/20, 4/17/2020]

**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): Andrea Leitner _____

SCHOOL: AHS
 Department (opt.): Fine Arts
 DATE(S): July 26, 2020-July 30, 2020

ACTIVITY/EVENT: AP By The Sea Summer Institute
 LOCATION: 5998 Alcalá Park San Diego, CA 92110

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>\$795.00</u>	<u>100.20.100.2210.6360.281.0000</u>
Transportation	<u>\$500.00</u> Mode <u>air/uber</u>	<u>100.20.100.2210.6582.281.0000</u>
Rental Car	_____	_____
Meals	<u>\$158.50</u>	<u>100.20.100.2210.6582.281.0000</u>
Lodging	<u>\$1,122.10</u>	<u>100.20.100.2210.6582.281.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$2,575.60</u>	

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

Purpose of travel: Professional Development

Outcomes and academic benefits to students and staff: This training will provide the foundation and required certifications for a new AP teacher designation. The session will cover the structure and required details for the AP Studio Art exam.

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

Submitted by: [Signature]
 Signature

1/13/2020
 Date

[Signature]
 Principal/Supervisor

1/14/20
 Date

[Signature]
 Associate Superintendent/Superintendent

1/17/2020
 Date