

**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): Pam Vandivort Matt Haverty  
Jill Christman Paul Desjarlais

SCHOOL: School / Site

Department (opt.): \_\_\_\_\_

DATE(S): March 22-25, 2023

ACTIVITY/EVENT: 2023 Atlanta National Conference on Science Education Conference

LOCATION: Georgia World Congress Center 285 Andrew Young International Blvd, NW, Atlanta, Georgia

ABSENCE: # Days 4 Sub Required: ☒ Yes ☐ No

# of School Days Missed 3

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

(Note: Tax credit contributions are District funds and require a budget code.)

Registration	<u>\$ 1,420.00</u>		<u>140.23.100.2210.6360.515.0000</u>
Transportation	<u>\$ 2,770.00</u>	Mode <u>air</u>	<u>140.23.100.2210.6582.515.0000</u>
Rental Car	_____		<u>140.23.100.2210.6582.515.0000</u>
Meals	<u>\$ 1,008.00</u>		<u>140.23.100.2210.6582.515.0000</u>
Lodging	<u>\$ 2,630.00</u>		<u>140.23.100.2210.6582.515.0000</u>
Substitutes	<u>\$ 1,350.00</u>		<u>140.23.100.2210.6582.515.0000</u>
TOTAL	<u>\$ 9,178.00</u>		

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

\* PO must be submitted and approved **prior** to travel to qualify for reimbursement.

Purpose of travel: To gain knowledge of and experience with new science curriculum that has the potential of being added to Amphitheater's science courses, Pre-K- 12.

Outcomes and academic benefits to students and staff: The HS Dept Heads will be able to gather information and resources for use in their District- wide curriculum work in creating common Scope & Sequences and curriculum resources. Science/STEM Coordinator will be able to evaluate new resources for Amphi's Pre- K-12 science and STEM.

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

<input checked="" type="checkbox"/> Academic Content	<input type="checkbox"/> Caring	<input type="checkbox"/> Citizenship
<input checked="" type="checkbox"/> Collaboration	<input checked="" type="checkbox"/> Communication	<input type="checkbox"/> Creative Thinking
<input type="checkbox"/> Critical Thinking	<input type="checkbox"/> Problem-Solving	

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

Submitted by: Mary Thatcher 12/14/22  
Signature Date

Principal/Supervisor

Date

[Signature]

12/14/22

Associate Superintendent/Supintendent

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

Casie Curtis

Department (opt.): Finance

-

DATE(S): May 6 - May 10, 2023

ACTIVITY/EVENT: Tyler Connect 2023

LOCATION: San Antoni, TX

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>2198.00</u>	<u>001.00.100.2579.6360.520.0000</u>
Transportation	<u>1200.00</u> Mode <u>Air</u>	<u>001.00.100.2579.6582.520.0000</u>
Rental Car	<u>176.00</u>	<u>001.00.100.2579.6582.520.0000</u>
Meals	<u>348.00</u>	<u>001.00.100.2579.6582.520.0000</u>
Lodging	<u>1900.00</u>	<u>001.00.100.2579.6582.520.0000</u>
Substitutes	<u>      </u>	<u>      </u>
TOTAL	<u>5822.00</u>	

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

Purpose of travel:       

Outcomes and academic benefits to students and staff: See Attached outcomes for attending conference

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

Submitted by: <u>[Signature]</u>	<u>12-13-2022</u>
Signature	Date
<u>[Signature]</u>	<u>12-13-22</u>
Principal/Supervisor	Date
<u>[Signature]</u>	<u>12-19-22</u>
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): Todd A. Jaeger, J.D. \_\_\_\_\_

SCHOOL: District Offices

Department (opt.): Superintendent's Office

DATE(S): 4/15/23-4/20/23

ACTIVITY/EVENT: LRP's National Institute 2023

LOCATION: New Orleans, LA

ABSENCE: # Days 6 Sub Required: ☐ Yes ☒ No

# of School Days Missed 4

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

(Note: Tax credit contributions are District funds and require a budget code.)

Registration	<u>\$1950.00</u>		<u>001.00.100.2579.6360.501.0000</u>
Transportation	<u>\$700.00</u>	Mode <u>Air</u>	<u>001.00.100.2579.6582.501.0000</u>
Rental Car	_____		_____
Meals	<u>\$251.50</u>		<u>001.00.100.2579.6582.501.0000</u>
Lodging	<u>\$1566.27</u>		<u>001.00.100.2579.6582.501.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$4017.77</u>		

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

\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel: Attending the LRP National Institute on Legal Issues of Educating Individuals with Disabilities.

Outcomes and academic benefits to students and staff: The conference offers sessions on compliance and implementation strategies in the areas of IDEA, Section 504, Behavior Management and Special Education Law.

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

<input checked="" type="checkbox"/> Academic Content	<input type="checkbox"/> Caring	<input type="checkbox"/> Citizenship
<input checked="" type="checkbox"/> Collaboration	<input type="checkbox"/> Communication	<input type="checkbox"/> Creative Thinking
<input checked="" type="checkbox"/> Critical Thinking	<input checked="" type="checkbox"/> Problem-Solving	

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

Submitted by: \_\_\_\_\_

Signature

\_\_\_\_\_ Date

Principal/Supervisor

\_\_\_\_\_ Date

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): Scott Little \_\_\_\_\_

SCHOOL: Finance

Department (opt.): \_\_\_\_\_

DATE(S): March 5-8, 2023

ACTIVITY/EVENT: AGRiP (Association of Governmental Risk Pools) Governance Conference \_\_\_\_\_

LOCATION: Orlando Florida

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>
Registration	<u>0</u>	All expense are paid by the Arizona School
Transportation	<u>0</u>	Mode <u>Plane</u> Risk Retention Trust – Scott Little serves as
Rental Car	<u>0</u>	the President of the organization
Meals	<u>0</u>	
Lodging	<u>0</u>	
Substitutes	<u>0</u>	
TOTAL	<u>0</u>	

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

\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel:

Learn how other pools do things, new ideas to implement.

Build a network of trusted colleagues and peers who understand the work you do.

Connect with service providers in the pooling industry.

Outcomes and academic benefits to students and staff: Amphitheater is a member of the Arizona Risk Retention Trust for Property and Liability Insurance Coverage

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

<input type="checkbox"/> Academic Content	<input type="checkbox"/> Caring	<input type="checkbox"/> Citizenship
<input checked="" type="checkbox"/> Collaboration	<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Creative Thinking
<input checked="" type="checkbox"/> Critical Thinking	<input checked="" type="checkbox"/> Problem-Solving	

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

Submitted by: \_\_\_\_\_

Signature

12/13/22  
Date

Principal/Supervisor

Date

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): Andrew Szczepaniak, Mary Cliff, Shannon Joos

SCHOOL: Donaldson

Courtney Kimler, Tatum Nelson, Camille Nau

Department (opt.): \_\_\_\_\_

Kris Lee, Kristin Taylor, Shay Humphreys, Brooke Johnson

DATE(S): 6/18/22-6/21/23

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego, CA

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No

# of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

(Note: Tax credit contributions are District funds and require a budget code.)

Registration \$9,500.00

100.23.100.2210.6360.106.0000

Transportation \$4,500.00

Mode Air

100.23.100.2579.6360.106.0000 Admin

100.23.100.2210.6582.106.0000

100.23.100.2579.6582.106.0000 Admin

Rental Car \$0.00

Meals \$2,135.00

100.23.100.2210.6582.106.0000

100.23.100.2579.6582.106.0000 Admin

Lodging \$7,200.00

100.23.100.2210.6582.106.0000

100.23.100.2579.6582.106.0000 Admin

Substitutes \$0.00

TOTAL \$23,335.00

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

\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel: To participate in AVID Summer Institute Professional Development.

Outcomes and academic benefits to students and staff: AVID helps teachers shift from delivering content to facilitating learning, resulting in an inquiry-based, student-centric classroom.

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

☒ Academic Content

☒ Caring

☒ Citizenship

☒ Collaboration

☒ Communication

☒ Creative Thinking

☒ Critical Thinking

☒ Problem-Solving

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

Submitted by: Melanie Miller

Signature

1/3/2023

Date

Principal/Supervisor

1/3/2023

Date

Associate Superintendent/Superintendent

1/3/2023  
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): Jennifer Queiruga Brenda King SCHOOL: School / Site AMS  
Angela Wichers Ondrea Campbell Sarah Lortie Department (opt.): \_\_\_\_\_  
Cary Reis Nathan Ayers Tyrone Cephers DATE(S): 6/18/2023-6/21/2023

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego, CA

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

(Note: Tax credit contributions are District funds and require a budget code.)

Registration	<u>\$5,700.00</u>		<u>100.23.100.2210.6360.166.0000</u>
	<u>\$1,900.00</u>		<u>100.23.100.2579.6360.166.0000</u>
Transportation	<u>\$3,708.00</u>	Mode <u>Air/Car</u>	<u>100.23.100.2210.6582.166.0000</u>
	<u>\$1,000.00</u>		<u>100.23.100.2579.6582.166.0000</u>
Rental Car	_____		_____
Meals	<u>\$1,281.00</u>		<u>100.23.100.2210.6582.166.0000</u>
	<u>\$427.00</u>		<u>100.23.100.2579.6582.166.0000</u>
Lodging	<u>\$4,516.80</u>		<u>100.23.100.2210.6582.166.0000</u>
	<u>\$2,000.00</u>		<u>100.23.100.2579.6582.166.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$20,532.80</u>		

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

\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel: To participate in AVID Summer Institute professional development

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation towards AVID school-wide.

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

<input checked="" type="checkbox"/> Academic Content	<input type="checkbox"/> Caring	<input type="checkbox"/> Citizenship
<input checked="" type="checkbox"/> Collaboration	<input type="checkbox"/> Communication	<input checked="" type="checkbox"/> Creative Thinking
<input checked="" type="checkbox"/> Critical Thinking	<input checked="" type="checkbox"/> Problem-Solving	

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

Submitted by: Kimberly Hutchins 1/3/2023  
Signature Date

Angela Wichers 1/3/23  
Principal/Supervisor Date

[Signature] 1/4/23  
Associate Superintendent/Supintendent 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): Todd A. Jaeger Deanna Day SCHOOL: District Offices  
Susan Zibrat Tassi Call Department (opt.): \_\_\_\_\_  
Vanessa Hill DATE(S): 3/5/23-3/7/23

ACTIVITY/EVENT: Georgia Association for Gifted Children Annual Convention

LOCATION: Athens, GA

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

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>\$2000.00</u>	<u>140.23.240.2210.6360.514.0000</u>
Transportation	<u>\$3000.00</u> Mode <u>air</u>	<u>140.23.240.2210.6582.514.0000</u>
Rental Car	<u>\$200.00</u>	<u>140.23.240.2210.6582.514.0000</u>
Meals	<u>\$415.00</u>	<u>140.23.240.2210.6582.514.0000</u>
Lodging	<u>\$1250.00</u>	<u>140.23.240.2210.6582.514.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$6865.00</u>	

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

\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel: To attend the Georgia Association for Gifted Children Annual Convention

Outcomes and academic benefits to students and staff: Attend breakout sessions offered by leading experts in gifted education.

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

<input checked="" type="checkbox"/> Academic Content	<input type="checkbox"/> Caring	<input type="checkbox"/> Citizenship
<input type="checkbox"/> Collaboration	<input type="checkbox"/> Communication	<input type="checkbox"/> Creative Thinking
<input checked="" type="checkbox"/> Critical Thinking	<input type="checkbox"/> Problem-Solving	

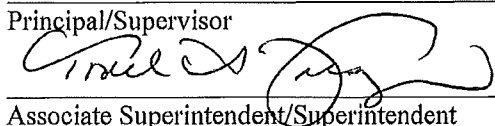
The travel is necessary for the implementation of the project funding the travel.

Submitted by: \_\_\_\_\_

Signature

\_\_\_\_\_ Date

Principal/Supervisor



\_\_\_\_\_ Date

1-5-23

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): Robert Cannon \_\_\_\_\_

SCHOOL: CDO

Department (opt.): CTE

DATE(S): 1/12/23-1/15/23

ACTIVITY/EVENT: Yearbook Plant Tour and Conference

LOCATION: 2525 Midpoint Dr., Edwardsville, KS 66111

ABSENCE: # Days 4 Sub Required: ☒ Yes ☐ No

# of School Days Missed 2

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

(Note: Tax credit contributions are District funds and require a budget code.)

Registration	<u>N/A</u>		
Transportation	<u>\$400.00</u>	Mode <u>uber/lyft</u>	<u>260.23.337.2210.6582.282.0000</u>
Rental Car	<u>N/A</u>		
Meals	<u>\$160.00</u>		<u>260.23.337.2210.6582.282.0000</u>
Lodging	<u>Included</u>		
Substitutes	<u>\$240.00</u>		<u>260.23.337.1001.6113.282.0000</u>
TOTAL	<u>\$800.00</u>		

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

\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel: Yearbook plant tour and conference

Outcomes and academic benefits to students and staff: Greater background knowledge of how the book is produced and personal contact with yearbook support staff to answer questions and give guidance on creation of the book.

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

<input checked="" type="checkbox"/> Academic Content	<input type="checkbox"/> Caring	<input type="checkbox"/> Citizenship
<input checked="" type="checkbox"/> Collaboration	<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Creative Thinking
<input type="checkbox"/> Critical Thinking	<input checked="" type="checkbox"/> Problem-Solving	

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

Submitted by: \_\_\_\_\_

Signature

Date

Principal/Supervisor

Date

Associate Superintendent/Supintendent

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): Todd A. Jaeger \_\_\_\_\_

SCHOOL: District Offices

Department (opt.): Superintendent's Office

DATE(S): 2/15/23-2/18/23

ACTIVITY/EVENT: AASA National Conference on Education

LOCATION: San Antonio, TX

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No

# of School Days Missed 3

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

(Note: Tax credit contributions are District funds and require a budget code.)

Registration	<u>\$1145.00</u>		<u>001.00.100.2579.6360.501.0000</u>
Transportation	<u>\$650.00</u>	Mode <u>air</u>	<u>001.00.100.2579.6360.501.0000</u>
Rental Car	_____		_____
Meals	<u>\$178.50</u>		<u>001.00.100.2579.6582.501.0000</u>
Lodging	<u>\$1000.00</u>		<u>001.00.100.2579.6582.501.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$2973.50</u>		

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

\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel: Attend the School Superintendents Association National Conference.

Outcomes and academic benefits to students and staff: The conference brings Superintendents together from across the country to enhance skills in education leadership.

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

<input checked="" type="checkbox"/> Academic Content	<input type="checkbox"/> Caring	<input type="checkbox"/> Citizenship
<input type="checkbox"/> Collaboration	<input type="checkbox"/> Communication	<input type="checkbox"/> Creative Thinking
<input checked="" type="checkbox"/> Critical Thinking	<input checked="" type="checkbox"/> Problem-Solving	

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

Submitted by: \_\_\_\_\_

Signature

Date

Principal/Supervisor

Date

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: Ironwood Ridge High School

ESTIMATED NUMBER OF STUDENTS: 13

NAME OF SCHOOL GROUP/CLUB/ENTITY: Student Government

STAFF ADVISOR(S)/CHAPERONES: Alissa McGowan, Sam Burgin, Brent Spencer (CDO Assistant Principal)

ABSENCE: # Days 4 Sub Required: ☒ Yes ☐ No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: AASC State Convention 2023

DESTINATION OF TRAVEL: Mohave High School, Bullhead City, AZ and Laughlin, NV

DATES OF TRAVEL: January 25<sup>th</sup>-28<sup>th</sup>, 2023

ACADEMIC BENEFITS TO STUDENTS: The AASC State Convention includes opportunities for leadership training as well as idea sharing and interaction with kids from all over the state of Arizona in both large and small group sessions. Some sessions are presentation-style and some are interactive, both the intent of developing students leadership, communication, and collaboration skills on issues that relate to their school as well as the state community.

Identify which characteristics of the Portrait of Graduate are specifically related to this event.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Academic Content         | <input checked="" type="checkbox"/> Caring          | <input checked="" type="checkbox"/> Citizenship       |
| <input checked="" type="checkbox"/> Collaboration | <input checked="" type="checkbox"/> Communication   | <input checked="" type="checkbox"/> Creative Thinking |
| <input type="checkbox"/> Critical Thinking        | <input checked="" type="checkbox"/> Problem-Solving |   |

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

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

☐ Other \_\_\_\_\_

Are expenses paid from any of the following accounts? Auxiliary \_\_\_\_\_ Tax Credits \_\_\_\_\_ Club Funds IRHS

Student Government Club Funds

Parent Organization \_\_\_\_\_

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	<u>\$1,260</u>	<u>850-00-610-1001 - 6892-280-000</u>
Transportation	<u>0</u>	<u>School Issued Mini Van</u>
Meals	<u>N/A</u>	<u>Provided by conference and hotel</u>
Lodging	<u>\$2,716</u>	<u>850-00-610-2190-6892-280-000</u>
Substitutes	<u>\$250</u>	<u>850-00-610-1001-6892-280-000</u>
<b>TOTAL</b>	<b><u>\$4,226</u></b>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? \_\_\_\_\_

IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? IRHS Student Government Club Funds

COST TO EACH STUDENT \$ 100

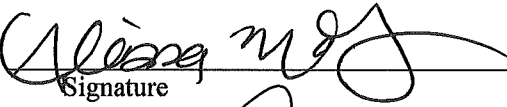
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? IRHS Student Government will cover costs.

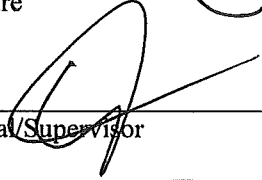
FUNDING SOURCE(S): IRHS Student Government holds events throughout the year and funds from the account will be used the fund the trip. IRHS and CDO Student Governments are traveling and staying in the same hotel block. Given that it was a joint effort between the advisors some of the quotes say CDO and some are from IRHS, however, the costs are being spilt appropriately.


FUNDRAISING ACTIVITIES PLANNED (If applicable):

Homecoming, Winter Formal, Prom, etc. As mentioned above, StuGo regularly holds events throughout the year.

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

SUBMITTED BY:  \_\_\_\_\_ 12/15/22  
Signature Date

APPROVED BY:  \_\_\_\_\_ 12/15/22  
Principal/Supervisor Date

 \_\_\_\_\_ 12/15/22  
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: 12

NAME OF SCHOOL GROUP/CLUB/ENTITY: Student Government

STAFF ADVISOR(S)/CHAPERONES: Brent Spencer and Jennifer Felix

ABSENCE: # Days 4 Sub Required: ☒ Yes ☐ No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Arizona Association of Student Councils Sate Convention

DESTINATION OF TRAVEL: Mohave High School, Bullhead City, AZ; Edgewater Resort, Laughlin, NV

DATES OF TRAVEL: 1/25/23-1/28/23

ACADEMIC BENEFITS TO STUDENTS: This is a yearly convention that brings all of the student councils in the state together. Students receive leadership training and recognition for all of their hard work over the year.

PROPOSED METHOD OF TRANSPORTATION:

☒ District-owned vehicles

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

☐ Other \_\_\_\_\_

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

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	<u>\$1330.00</u>	<u>850.00.610.1001.6892.282.0000</u>
Transportation	<u>\$1000.00 (.90 per mile)</u>	<u>850.00.440.2790.6515.282.0000</u>
Meals	<u>\$300.00</u>	<u>850.00.610.2190.6892.282.0000</u>
Lodging	<u>\$1600.00</u>	<u>850.00.610.2190.6892.282.0000</u>
	<i>sharing hotel with IRHS</i>	
Substitutes	<u>\$500.00</u>	<u>850.00.100.1001.6113.282.0000</u>
TOTAL	<u>\$4730.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: N/A

HOW ARE CHAPERONE EXPENSES PAID? Club funds/Tax Credit

COST TO EACH STUDENT \$ 0

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Club Funds/Tax Credit

FUNDING SOURCE(S): N/A

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
N/A

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

SUBMITTED BY:

Signature

Jeraya Sanchez

12/16/22  
Date

APPROVED BY:

Principal/Supervisor

Tara Bullyk

12/16/22  
Date

Associate Superintendent/Superintendent

12/17/22  
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: IRHS

ESTIMATED NUMBER OF STUDENTS: 38

NAME OF SCHOOL GROUP/CLUB/ENTITY: Ironwood Ridge Model United Nations

STAFF ADVISOR(S)/CHAPERONES: IRMUN Sponsor: Erik Wolf; additional staff chaperones: Samantha Burgin, Lori Gipson, parent chaperones: Cynthia Carr, Joshua Custer, and Bradley Voss

ABSENCE: # Days 4 Sub Required: ☒ Yes ☐ No # of School Days Missed Two for each staff member (eight total); however, two do not need subs as Assistant Principal and the school's Special Education Facilitator. Therefore, a total of four days worth of subs will be required.

ACTIVITY / EVENT / PURPOSE OF TRAVEL: EagleMUNC

DESTINATION OF TRAVEL: Boston, MA

DATES OF TRAVEL: March 23-March 26, 2023

ACADEMIC BENEFITS TO STUDENTS: Model United Nations is an opportunity for students to debate real-world issues with others from all over the country and occasionally, other nations. They have to research extensively so as to properly represent their assigned country as an UN ambassador and then take part in writing all-encompassing resolutions to problems that plague the international community.

Identify which characteristics of the Portrait of Graduate are specifically related to this event.

<input checked="" type="checkbox"/> Academic Content	<input checked="" type="checkbox"/> Caring	<input checked="" type="checkbox"/> Citizenship
<input checked="" type="checkbox"/> Collaboration	<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Creative Thinking
<input checked="" type="checkbox"/> Critical Thinking	<input checked="" type="checkbox"/> Problem-Solving	

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

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

☒ Other air, foot, and public transportation

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

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	<u>\$3,685.00</u>	<u>526-00-610-1001-6892-280-0000</u>
	_____	<u>850-00-610-1001-6892-280-0000</u>
Transportation	<u>\$27,300.00</u>	<u>526-00-410-2790-6519-280-0000</u>
	_____	<u>850-00-410-2790-6519-280-0000</u>
Meals	<u>\$2,520.00</u>	<u>526-00-610-2190-6892-280-0000</u>
	_____	<u>850-00-610-2190-6892-280-0000</u>
Lodging	<u>\$10,800.00</u>	<u>526-00-610-2190-6892-280-0000</u>
	_____	<u>850-00-610-2190-6892-280-0000</u>
Substitutes	<u>\$500.00</u>	<u>850-00-100-1001-6113-280-0000</u>
<b>TOTAL</b>	<b><u>\$44,805.00</u></b>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **none needed**

IF SO, SOURCE & AMOUNTS: **N/A**

\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? **Tax credits; chaperones can also contribute to the fundraising efforts for the event which will be deposited in the club account.**

COST TO EACH STUDENT **\$ 0**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **There will be extensive fundraising opportunities after the trip is approved. Additionally, students will be encouraged to seek out tax credits from family and friends. Those who are more fortunate will likely contribute more to compensate for those who are less fortunate. Even so, there will be ample opportunities for those who struggle financially to help fundraise for his/her respective portion.**


FUNDING SOURCE(S): **Club funds and tax credits.**

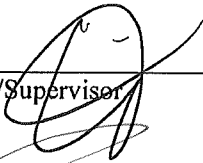
FUNDRAISING ACTIVITIES PLANNED (If applicable):

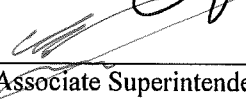
**Car washes, movie night, and restaurant nights to name a few.**

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



SUBMITTED BY:  12-19-22  
Signature Date

APPROVED BY:  12/14/22  
Principal/Supervisor Date

 1/5/2023  
Associate Superintendent/Superintendent Date