

**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: 25

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO Swim Team

STAFF ADVISOR(S)/CHAPERONES: Jen Inboden, Chad Riester, Todd Hatch

ABSENCE: # Days 7 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: High altitude training prior to State Championship

DESTINATION OF TRAVEL: Durango, Colorado

DATES OF TRAVEL: October 12-18, 2013

ACADEMIC BENEFITS TO STUDENTS: Team building, intensive training, confidence building

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

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

☒ Other \_\_\_\_\_

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>2000.00</u>	<u>850/526.00.620.1001.282.6892</u>
Transportation	<u>2000.00</u>	<u>530.00.620.3400.282.6519</u>
Meals	<u>3600.00</u>	<u>850/526.00.620.1001.282.6892</u>
Lodging	<u>2500.00</u>	<u>850/526.00.620.1001.282.6892</u>
Substitutes	_____	_____
TOTAL	<u>10,100.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

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

HOW ARE CHAPERONE EXPENSES PAID? Included

COST TO EACH STUDENT \$ 400.00

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

FUNDING SOURCE(S): Tax Credit - Club fundraising

FUNDRAISING ACTIVITIES PLANNED (If applicable):

CDO Swim Invitational

SUBMITTED BY: \_\_\_\_\_

Signature

7/18/2013  
Date

APPROVED BY: \_\_\_\_\_

Principal/Supervisor

7/18/13  
Date

Associate Superintendent/Superintendent

8/5/13  
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): Joyce Martin  
Terri Sloane  
\_\_\_\_\_

SCHOOL: District Offices  
Department (opt.): Benefits/Records  
DATE(S): 10/1/13 - 10/5/13

ACTIVITY/EVENT: AASPA Annual Conference (American Association of School Personnel Administrators)  
LOCATION: San Antonio, Texas

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No # of School Days Missed N/A

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>\$1,300</u>	<u>530-00-100-2290-530-6360</u>
Transportation	<u>\$900</u> Mode <u>Plane</u>	<u>530-00-100-2290-530-6582</u>
Rental Car	<u>\$100</u>	<u>530-00-100-2290-530-6582</u>
Meals	<u>\$200</u>	<u>530-00-100-2290-530-6582</u>
Lodging	<u>\$1,700</u>	<u>530-00-100-2290-530-6582</u>
Substitutes	<u>N/A</u> _____	
TOTAL	<u>\$4,200</u>	

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

Purpose of travel: attend annual educational conference

Outcomes and academic benefits to students and staff: increased knowledge for Records and Benefits

Submitted by:  08/5/13  
Signature Date

 8/5/13  
Principal/Supervisor Date

 8/5/13  
Associate Superintendent/Superintendent Date

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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 Mike Bejarano

SCHOOL: District Offices

Roseanne Lopez -

Department (opt.): School Operations

DATE(S): October 2-4, 2013

ACTIVITY/EVENT: EdLeader21 Third Annual Conference

LOCATION: Chicago, Ill

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>\$1,500</u>	<u>140-14-100-2210-510-6360</u>
Transportation	<u>\$1,500</u> Mode <u>air</u>	<u>140-14-100-2210-510-6582</u>
Rental Car	<u>\$250 - taxi</u>	<u>140-14-100-2210-510-6582</u>
Meals	<u>\$726</u>	<u>140-14-100-2210-510-6582</u>
Lodging	<u>\$1,963.14</u>	<u>140-14-100-2210-510-6582</u>
Substitutes	<u>          </u>	
TOTAL	<u>\$5,939.14</u>	

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

Purpose of travel: To gain access to established and well-vetted best practices to integrate the 4C's - critical thinking, communication, collaboration and creativity into education and prepare our students for citizenship in a changing economic landscape.

Outcomes and academic benefits to students and staff: As above

Submitted by: Monica Nelson

Signature

8/5/13

Date

Principal/Supervisor

Patricia Nelson

Date

8-5-13

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): Patrick Nelson \_\_\_\_\_

SCHOOL: District Offices

Department (opt.): Superintendent

DATE(S): February 12-15, 2014

ACTIVITY/EVENT: 2014 American Association of School Administrators (AASA) National Conference on Education

LOCATION: Nashville, TN

ABSENCE: # Days 4 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>\$740.00</u>	<u>140.14.100.2210.501.6360</u>
Transportation	<u>\$223.00</u> Mode <u>Air</u>	<u>140.14.100.2210.501.6582</u>
Rental Car	<u>\$200.00</u>	<u>140.14.100.2210.501.6582</u>
Meals	<u>\$250.00</u>	<u>140.14.100.2210.501.6582</u>
Lodging	<u>\$850.00</u>	<u>140.14.100.2210.501.6582</u>
Substitutes	_____	_____
TOTAL	<u>\$2263.00</u>	

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

Purpose of travel: To attend the 2014 AASA National Conference on Education and meet and network with other superintendents and address some of the most critical topics facing public school educators.

Outcomes and academic benefits to students and staff: \_\_\_\_\_

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

Signature

Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date