

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: AHS

ESTIMATED NUMBER OF STUDENTS: 4

NAME OF SCHOOL GROUP/CLUB/ENTITY: Photo Club

STAFF ADVISOR(S)/CHAPERONES: Josh Fields /Jill Menaugh

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Photoshop World

DESTINATION OF TRAVEL: Las Vegas, NV

DATES OF TRAVEL: Sept. 3-5, 2014

ACADEMIC BENEFITS TO STUDENTS: The professional photography conference offers workshops in Photoshop, studio lighting and techniques. Students will be able to learn from industry leaders.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Rental Vehicles

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	\$700 (advisors 2 @ \$350)	<u>850.00.100.1001.281.6360</u>
	\$600 (students 4 @ \$150)	<u>850.00.100.1001.281.6892</u>
Transportation	<u>\$427.31 (rental van and gas)</u>	<u>850.00.100.1001.281.6519</u>
Meals	<u>\$300 (Advisor Meals)</u>	<u>850.00.100.1001.281.6582</u>
Lodging	<u>\$440 (4 rooms @55/night)</u>	<u>850.00.100.1001.281.6892</u>
Substitutes	<u>\$600</u>	<u>850.00.100.1001.281.6113</u>

TOTAL

3067.31

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

HOW ARE CHAPERONE EXPENSES PAID? **Club Funds**

COST TO EACH STUDENT \$ **Not to Exceed \$45**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **The trip is offered at a reduced cost based on the amount of hours worked, The student who works the most hours gets to go on the trip for free.**

FUNDING SOURCE(S): **Club Funds**

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Photo Booths, Event Photography, Senior Photos

SUBMITTED BY: _____

Signature

Date

APPROVED BY: _____

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): Michael McConnell

SCHOOL: Walker

Department (opt.): _____

DATE(S): 7/7-7/10/14

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: Sacramento, CA

ABSENCE: # Days 4 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	_____	_____
Transportation	<u>\$1,000.00</u> Mode <u>Air</u>	<u>100-14-100-2210-510-6582</u>
Rental Car	_____	_____
Meals	<u>\$130.00</u>	<u>100-14-100-2210-510-6582</u>
Lodging	<u>\$627.00</u>	<u>100-14-100-2210-510-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$1757.00</u>	

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

Purpose of travel: Teachers will attend AVID Summer Institute to learn the AVID program in an effort to better prepare students for the rigors of Middle School, as well as, to help students get on the college bound track.

Outcomes and academic benefits to students and staff: Increase teacher knowledge, increase student achievement

Submitted by: M. McConnell
Signature

6/2/14
Date

Darlene Mancoske
Principal/Supervisor

7/22/14
Date

[Signature]
Associate Superintendent/Superintendent

8/4/14
Date