

**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: 20

NAME OF SCHOOL GROUP/CLUB/ENTITY: Academic Decathlon

STAFF ADVISOR(S)/CHAPERONES: Chris and Elethia Yetman

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Academic Decathlon Competition

DESTINATION OF TRAVEL: Dallas, TX

DATES OF TRAVEL: October 22 - 25, 2015

ACADEMIC BENEFITS TO STUDENTS: Academic Competition, School exchange, Study skills development, etc.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: N/A

☒ Other Air Travel

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

Parent Organization _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$0</u>	_____
Transportation	<u>\$9000</u>	<u>526/850-00-100-1001-282-6519</u>
Meals	<u>\$500</u>	<u>526/850-00-100-1001-282-6892</u>
Lodging	<u>\$400</u>	<u>526/850-00-100-1001-282-6892</u>
Substitutes	<u>\$400</u>	<u>526/850-00-100-1001-282-6113</u>
TOTAL	<u>\$10,300</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? NO

IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? Tax Credit and Club Funds

COST TO EACH STUDENT \$ \$500

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

FUNDING SOURCE(S): Tax Credit and Club Funds

FUNDRAISING ACTIVITIES PLANNED (If applicable):

None

SUBMITTED BY: _____

Signature

08/25/15

Date

APPROVED BY: _____

Principal/Supervisor

8/25/15

Date

Thomas Nelson

Associate Superintendent/Superintendent

8/31/15

Date

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SCHOOL: Coronado K-8

ESTIMATED NUMBER OF STUDENTS: 70

NAME OF SCHOOL GROUP/CLUB/ENTITY: 8th grade /Science Department

STAFF ADVISOR(S)/CHAPERONES: Jeremy Hayes (coordinator) plus 6 Chaperones: Lauren Marlatt, Gerad Ball, Michelle Goodman, Kay Lewis, Michael Pastor, Robert Retherford

ABSENCE: # Days 4 Sub Required: ☒ Yes ☐ No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 8th grade trip to Catalina Island Marine Institute.

DESTINATION OF TRAVEL: Toyon Bay on Catalina Island, California

DATES OF TRAVEL: February 11, 2016 through February 14, 2016

ACADEMIC BENEFITS TO STUDENTS: The students selected to attend will be participating in an academic experience that allows them to be introduced to oceanography, biology, ecology, classification and other related sciences. Upon their return, student groups will compete in a marine biology challenge to assess who gained the most from the activities on the trip.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Mountain View chartered bus

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

Parent Organization X

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$19,250.00</u>	<u>525/526-00-100-1001-115-6892</u>
Transportation	<u>\$7,150.00</u>	<u>525/526-00-100-1001-115-6519</u>
Meals	<u>Included</u>	_____
Lodging	<u>Included</u>	_____

Substitutes \$756.00

525/526-00-100-1001-115-6113

TOTAL \$27,156.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? Price is included in the total fee amount.

COST TO EACH STUDENT \$ \$375.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Fundraising opportunities are being set up, as well as working with the PTO for scholarships. We asked interested students to tell us how much they can afford and have a fundraising goal established so that all students who are eligible can attend.

FUNDING SOURCE(S): Parents/guardians will be responsible for the payments. Other funding sources will be tax credits, scholarships, and fundraising.

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Snack bar at home games, PTO assistance.

SUBMITTED BY: _____

Signature

8/25/15

Date

APPROVED BY: _____

Principal/Supervisor

8/25/15

Date

Associate Superintendent/Superintendent

8/31/15
Date