

**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): Diana Pitney _____

SCHOOL: District Offices
 Department (opt.): State and Federal Programs
 DATE(S): 4/10/11-4/15/11

ACTIVITY/EVENT: Parents as Teachers Foundational and Model Training for educator certification.

LOCATION: St. Louis, MO

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 5

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>\$850</u>	<u>472-00-100-2579-510-6360</u>
Transportation	<u>\$450</u> Mode <u>Airplane</u>	<u>472-00-100-2290-510-6582</u>
Rental Car	<u>N/A</u>	<u>N/A</u>
Meals	<u>\$650</u>	<u>472-00-100-2290-510-6582</u>
Lodging	<u>\$600</u>	<u>472-00-100-2290-510-6582</u>
Substitutes	<u>N/A</u>	<u>N/A</u>
TOTAL	<u>\$2,550</u>	

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

Purpose of travel: Parent Educator training for certification is mandatory for the Amphi Parents as Teachers program.

Outcomes and academic benefits to students and staff: Increase parent involvement, early intervention, kinder-readiness, family literacy.

Submitted by: Diana Pitney 3/17/11
 Signature Date
T. Coli 3/28/11
 Principal/Supervisor Date
Patrick Wilson 3-29-11
 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: 24

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO Jazz Big Band

STAFF ADVISOR(S)/CHAPERONES: Darrell Prochaska, Russ Granillo, Dan Howedshell

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Attending Jazz Competition in San Antonio, Tx.

DESTINATION OF TRAVEL: St. Mary College, San Antonio, Tx.

DATES OF TRAVEL: 04/14 - 04/17/2011

ACADEMIC BENEFITS TO STUDENTS: To represent CDO and the Amphi District in an international setting for jazz competition. They will also be exposed to other groups of equal or greater ability, and this leads to better musicianship.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Sportsman Bus Co., Inc.

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$225.00</u>	<u>850/526-00-100-3400-282-6892</u>
Transportation	<u>\$6,200.00</u>	<u>530-00-100-3400-282-6515</u>
Meals	<u>\$00.00</u>	<u>Self</u>
Lodging	<u>\$464.03</u>	<u>850/526-00-100-3400-282-6515</u>
Substitutes	<u>\$75.00</u>	<u>850/526-00-100-3400-282-6113</u>

TOTAL \$6,964.03

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

HOW ARE CHAPERONE EXPENSES PAID? Self


COST TO EACH STUDENT \$ \$00.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax credits, Class Fees, Club Funds.

FUNDING SOURCE(S): Tax credits, Class Fees, Club Funds.

FUNDRAISING ACTIVITIES PLANNED (If applicable):
N/A

SUBMITTED BY:  03/16/11
Signature Date

APPROVED BY:  03/16/11
Principal/Supervisor Date

 4-4-11
Associate Superintendent/Superintendent Date

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Attach supporting documentation as needed

ORIGINAL SUBMISSION

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SCHOOL: Prince

ESTIMATED NUMBER OF STUDENTS: 7

NAME OF SCHOOL GROUP/CLUB/ENTITY: Odyssey of the Mind Club

STAFF ADVISOR(S)/CHAPERONES: Leigh Kechely

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Odyssey of the Mind World Finals

DESTINATION OF TRAVEL: University of Maryland

DATES OF TRAVEL: May 26 -31, 2011

ACADEMIC BENEFITS TO STUDENTS: 21st Century Skills

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: Airlines, Ground transporation

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>2500</u>	<u>526-00-100-1001-111-6892</u>
Transportation	<u>4600</u>	<u>001-00-100-1001-111-6519</u>
Meals	<u>2500</u>	<u>526-00-100-1001-111-6892</u>
Lodging	<u>3500</u>	<u>526-00-100-1001-111-6892</u>
Substitutes	<u>0</u>	_____
TOTAL	<u>13,100</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? yes

IF SO, SOURCE & AMOUNTS: tax credits

HOW ARE CHAPERONE EXPENSES PAID? fundraise funds

COST TO EACH STUDENT \$ 1200

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? tax credit donations, shared fundraising

FUNDING SOURCE(S): tax credit, donations, community fund raising events

FUNDRAISING ACTIVITIES PLANNED (If applicable):

car wash, yard sales, bake sale, donation invitation letters to local businesses and friends,

SUBMITTED BY:

Keightcheley

Signature

3-28-11

Date

APPROVED BY:

[Signature]

Principal/Supervisor

3-28-11

Date

Patrick Wilson

Associate Superintendent/Superintendent

4-4-11

Date