

**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): Anthony I Young \_\_\_\_\_

SCHOOL: Facilities

Department (opt.): Energy Management

DATE(S): September 30 - October 4, 2012

ACTIVITY/EVENT: EnergySMART 2012 Conference

LOCATION: Boston MA

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>750.00</u>		<u>001 00 100 2579 527 6360</u>
Transportation	<u>500.00</u>	Mode <u>Airline</u>	<u>001 00 100 2579 527 6582</u>
Rental Car	_____		_____
Meals	<u>150.00</u>		<u>001 00 100 2579 527 6582</u>
Lodging	<u>1300.00</u>		<u>001 00 100 2579 527 6582</u>
Substitutes	_____		_____
<b>TOTAL</b>	<b><u>2,650.00</u></b>		

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

Purpose of travel: Continuing Education

Outcomes and academic benefits to students and staff: Energy efficiency and savings

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

Signature

7-10-12

Date

Principal Supervisor

7-12-12

Date

Associate Superintendent/Superintendent

\_\_\_\_\_

Date