

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: CDO Odyssey of the Mind Club

STAFF ADVISOR(S)/CHAPERONES: Cymry DeBoucher, Lisa DaDeppo, Leslie Ferre, Lisa Sheldon, Sarah Sheldon, Tony Trihn, John Harlow, Shauna Thomas

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 3

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

DESTINATION OF TRAVEL: Iowa State University, Ames, Iowa

DATES OF TRAVEL: May 22 - May 27, 2018

ACADEMIC BENEFITS TO STUDENTS: Global STEM Competition

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Commercial Airlines and Ground Transportation

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>\$18,155.00</u> | <u>526/850-00-100-1001-282-6892</u> |
| Transportation | <u>\$21,000.00</u> | <u>526/850-00-410-2710-282-6519</u> |
| Meals | _____ | _____ |
| Lodging | _____ | _____ |
| Substitutes | <u>NA</u> | _____ |

TOTAL

\$39,155.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? _____
IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? fundraising

COST TO EACH STUDENT \$ 400.00

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

FUNDING SOURCE(S): Tax credit drives, spontaneous and style workshop fees

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Tax credit drive

The travel is necessary for the implementation of the project funding the travel.

SUBMITTED BY: Cymy DeBouché
Signature

5-2-18
Date

APPROVED BY: Tom Bull
Principal/Supervisor

5-2-18
Date

Mani Kees
Associate Superintendent/Superintendent

5/15/18
Date

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SCHOOL: Cross Middle

ESTIMATED NUMBER OF STUDENTS: 6

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

STAFF ADVISOR(S)/CHAPERONES: Lisa DaDeppo, Molly Mikles, and Rebekah Calvin

ABSENCE: # Days 6 Sub Required: X Yes No # of School Days Missed 3

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

DESTINATION OF TRAVEL: Iowa State University, Ames Iowa

DATES OF TRAVEL: May 22, 2018 – May 27, 2018

ACADEMIC BENEFITS TO STUDENTS: Global understanding and advanced creative problem solving student competition.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

X Other Commercial Airlines, Commercial Bus Company

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>\$5,240.00</u> | <u>525/526-00-100-1001-167-6892</u> <u>001-00-100-1001-520-6892</u> |
| Transportation | <u>\$4,665.00</u> | <u>525/526-00-410-2710-167-6519</u> |
| Meals | <u>\$500.00</u> | <u>525/526-00-100-1001-167-6892</u> |
| Lodging | <u>Included in Registration</u> | |
| Substitutes | <u>\$450.00</u> | <u>525/526-00-100-1001-167- 6113</u> |
| TOTAL | <u>\$10,855.00</u> | |

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

HOW ARE CHAPERONE EXPENSES PAID? Chaperones are responsible for all of their expenses

COST TO EACH STUDENT \$ \$1,206.11

HOW THIS TRAVEL IS MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax Credit, PTO Support, and Donations

FUNDING SOURCE(S): Cross Auxiliary Funds, Tax Credit Donations, Amphitheater Foundation Donation, Amphitheater District Contribution, Cross Site Council and Cross PTO.

FUNDRAISING ACTIVITIES PLANNED (If applicable):

The travel is necessary for the implementation of the project funding the travel.

SUBMITTED BY: Sandra On
Signature

4/30/18
Date

APPROVED BY: Andrew Heiron
Principal/Supervisor

4-30-18
Date

Kevin Nelson
Associate Superintendent/Superintendent

5/15/18
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): Kaylee Emans SCHOOL: Prince and Innovation
Mandy Cordell Department (opt.): School Operations
 _____ DATE(S): June 3-5, 2018

ACTIVITY/EVENT: Project Lead the Way Training (PLTW)

LOCATION: New Mexico State University, Las Cruces, NM 88003

ABSENCE: # Days 3 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 | \$ <u>1,400.00</u> | <u>140-18-100-2210-514-6360</u> |
| Transportation | \$ <u>1,084.00</u> Mode _____ | <u>140-18-100-2210-514-6582</u> |
| Rental Car | \$ <u>208.00</u> | <u>140-18-100-2210-514-6582</u> |
| Meals | \$ <u>193.00</u> | <u>140-18-100-2210-514-6582</u> |
| Lodging | \$ <u>224.00</u> | <u>140-18-100-2210-514-6582</u> |
| Substitutes | | |
| TOTAL | \$<u>3,109.00</u> | |

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

Purpose of travel: PLTW 2018 Core Training

Outcomes and academic benefits to students and staff: This is a training session for teachers who teach the STEM engineering class. The training is a required component in order to use the PLTW curriculum.

Submitted by:

Signature

Date

Dr. Roseanna Lopez
Principal/Supervisor

5/7/2018
Date

Mandy Cordell
Associate Superintendent/Supervisor

5/14/18
Date

**AMPHITHEATER PUBLIC SCHOOLS
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EMPLOYEE(S): Todd Jaeger Matt Stamp

SCHOOL: District Offices

Department (opt.): Superintendent/Community

Relations

DATE(S): July 13-19, 2018

ACTIVITY/EVENT: National School Public Relations Association 2018 National Seminar

LOCATION: Anaheim, CA

ABSENCE: # Days 7 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 | <u>\$1,833.00</u> | <u>001-00-100-2320-501/503-6360</u> |
| Transportation | <u>\$1,003.52</u> Mode <u>Air</u> | <u>001-00-100-2320-501/503-6582</u> |
| Rental Car | _____ | _____ |
| Meals | <u>\$611.50</u> | <u>001-00-100-2320-501/503-6582</u> |
| Lodging | <u>\$2,925.48</u> | <u>001-00-100-2320-501/503-6582</u> |
| Substitutes | _____ | _____ |
| TOTAL | <u>\$6,373.50</u> | |

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

Purpose of travel: Attend National School Public Relations Association 2018 National Seminar.

Outcomes and academic benefits to students and staff: Interact with other School Public Relations experts to hear about and learn cutting-edge communication strategies needed to advocate for our schools.

Submitted by:  5/9/18
Signature Date

Principal/Supervisor Date

 5/15/18
Associate Superintendent/Superintendent Date