

**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): Scott Little  
Steve Frost  
\_\_\_\_

SCHOOL: District Offices  
Department (opt.): Technology  
DATE(S): 11/15/16 - 11/17/16

ACTIVITY/EVENT: E-rate Program Training

LOCATION: Seattle, Washington

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

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>\$985.00</u>	Mode <u>Airfare</u> <u>0010010025795506582</u>
Rental Car	_____	_____
Meals	<u>\$384.00</u>	<u>0010010025795506582</u>
Lodging	<u>\$942.00</u>	<u>0010010025795506582</u>
Substitutes	_____	_____
TOTAL	<u>\$2,311.00</u>	

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

Purpose of travel: E-rate Program Training

Outcomes and academic benefits to students and staff: Discounted category 1 and 2 technology services

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

Submitted by: \_\_\_\_\_  
Signature Date 9/13/29

\_\_\_\_\_  
Principal/Supervisor Date

\_\_\_\_\_  
Associate Superintendent/Supintendent Date 9/14/16