



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: March 7, 2023

TITLE: Approval of Out of State Travel

BACKGROUND:

STAFF

Norma Frye George of Transportation requests permission to attend Arizona Association of School Business Officials Conference in Laughlin, Nevada on April 4-7, 2023. Approximate cost of travel is \$1,250.03 and will be paid using Maintenance and Operating funds. Four school days will be missed, and no substitutes are required.

BUDGET CODE KEY		
001.00.410.2579.6360.528.0000	M & O	Non-Instructional Training, Staff Training, Facilities
001.00.410.2579.6582.528.0000	M & O	Non-Instructional Training, Staff Travel, Facilities

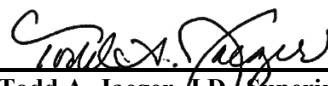
RECOMMENDATION:

It is the recommendation of the administration that the above travel be approved.

INITIATED BY:


Matthew Munger
Associate Superintendent for Secondary Education

Date: March 1, 2023


Todd A. Jaeger, J.D., Superintendent

**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): Norma Frye George _____ SCHOOL: School / Site District Office
 _____ Department (opt.): Transportation
 _____ DATE(S): 4/4/23-4/7/23

ACTIVITY/EVENT: Arizona Association of School Business Officials (AASBO) Conference

LOCATION: Laughlin, Nevada

ABSENCE: # Days 4 _____ Sub Required: Yes X 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>390.00</u>		<u>001.00.410.2579.6360.528.0000</u>
Transportation	<u>507.00</u>	Mode District	<u>001.00.410.2579.6582.528.0000</u>
Rental Car	<u>0</u>		_____
Meals	103.25		<u>001.00.410.2579.6582.528.0000</u>
Lodging	<u>249.78</u>		<u>001.00.410.2579.6582.528.0000</u>
Substitutes	_____		_____
TOTAL	<u>1250.03</u>		

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

* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

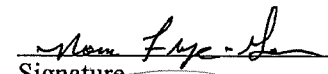


Purpose of travel: Update in Transportation, New laws and regulations within AZ public schools. _____

Outcomes and academic benefits to students and staff: To obtain information on new laws and regulations that will be affecting our transportation department, Updates on Budget, Finance, and Purchasing within public schools. _____

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

- | | | |
|---|---|---|
| <input type="checkbox"/> Academic Content | <input type="checkbox"/> Caring | <input type="checkbox"/> Citizenship |
| X <input checked="" type="checkbox"/> Collaboration | X <input checked="" type="checkbox"/> Communication | X <input checked="" type="checkbox"/> Creative Thinking |
| <input type="checkbox"/> Critical Thinking | X <input checked="" type="checkbox"/> Problem-Solving | |

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

Submitted by:  2/20/2023
 Signature Date
 2/22/23
 Principal/Supervisor Date
 2/22/2023
 Associate Superintendent/Superintendent Date