

**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): Dianna Kuhn Alessandra Campos SCHOOL: Rio Vista
Amanda Larriva Bianca Rivas Department (opt.): _____
Sean Taylor Deborah Gallagher _____ DATE(S): June 14-17, 2020

ACTIVITY/EVENT: Achievement Via Individual Determination Summer Institute

LOCATION: Dallas, Texas - Kay Bailey Hutchison Convention Center

ABSENCE: # Days 4 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>\$5,100.00</u>	<u>100.20.100.2210.6360.117.0000</u>
Transportation	<u>\$2,500.00</u> Mode <u>air</u>	<u>100.20.100.2210.6582.117.0000</u>
Rental Car	<u>\$500.00</u>	<u>100.20.100.2210.6582.117.0000</u>
Meals	<u>\$1176.00</u>	<u>100.20.100.2210.6582.117.0000</u>
Lodging	<u>\$2800.00</u>	<u>100.20.100.2210.6582.117.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$12,076.00</u>	

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

Purpose of travel: To learn AVID Schoolwide teaching and learning strategies to better prepare our students for middle school, high school and college.

Outcomes and academic benefits to students and staff: Improvement of AVID Schoolwide Instruction, Systems, Leadership and Culture to increase teacher knowledge and student achievement.

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

Submitted by: Dianna Kuhn 4/6/20
Signature Date
Dianna Kuhn 4/6/20
Principal/Supervisor Date
Dr. Michael Lopez 4/15/2020
Associate Superintendent/Superintendent Date

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EMPLOYEE(S): Michael Bejarano Tassi Call SCHOOL: District Offices
Todd Jaeger _____ Department (opt.): _____
_____ DATE(S): July 18-22, 2020

ACTIVITY/EVENT: National Council for Community and Education Partnerships (NCCEP)/Gaining Early
Awareness and Readiness for Undergraduate Programs (GEAR UP) Conference

LOCATION: Washington, D.C.

ABSENCE: # Days 5 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>\$3,150.00</u>	<u>305-20-100-2190-6360-515-0000</u>
Transportation	<u>\$3,500.00</u> Mode <u>air</u>	<u>305-20-100-2190-6582-515-0000</u>
Rental Car	_____	_____
Meals	<u>\$891.00</u>	<u>305-20-100-2190-6582-515-0000</u>
Lodging	<u>\$4,500.00</u>	<u>305-20-100-2190-6582-515-0000</u>
Substitutes	_____	_____
TOTAL	<u>\$12,041.00</u>	

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

Purpose of travel: To attend the NCCEP/GEAR UP conference

Outcomes and academic benefits to students and staff: To gain new knowledge and collaborate with educators from
across the country to better serve our students.

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

Submitted by: _____
Signature Date

Principal/Supervisor Date
Ed. D. 4/20/20
Associate Superintendent/Superintendent Date