

**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): Michael Warrick Jean Scott

SCHOOL: District Offices

Department (opt.): School Operations/MIS

DATE(S): May 3 - 6, 2015

ACTIVITY/EVENT: Tyler Connect 2015

LOCATION: Atlanta, GA

ABSENCE: # Days 4 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	<u>\$1,550.00</u>	<u>001-00-100-2579-552-6360</u>
Transportation	<u>\$1,000.00</u> Mode <u>air</u>	<u>001-00-100-2579-552-6582</u>
Rental Car	_____	_____
Meals	<u>\$300.00</u>	<u>001-00-100-2579-552-6582</u>
Lodging	<u>\$1,350.00</u>	<u>001-00-100-2579-552-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$4,300.00</u>	

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

Purpose of travel: To attend the Tyler Connect 2015 Conference

Outcomes and academic benefits to students and staff: We will have the opportunity to discover new ways to boost productivity and improve our services by getting the most from using our Tyler SIS solutions.

Submitted by: _____

Signature

_____ Date

Principal/Supervisor

_____ Date

Monica Nelson
Associate Superintendent/Superintendent

2/9/15
Date