

**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): Clifford Wadhams

SCHOOL: District Offices

Department (opt.): Finance

DATE(S): September 8-11, 2015

ACTIVITY/EVENT: Government Finance Officers Association (GFOA) - Smarter School Spending Seminar

LOCATION: Chicago, Illinois

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No

of School Days Missed n/a

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>\$0</u>	_____
Transportation	<u>\$125.00</u> Mode <u>taxi</u>	<u>530-00-100-2579-520-6582</u>
Rental Car	<u>\$0</u>	_____
Meals	<u>\$244.00</u>	<u>530-00-100-2579-520-6582</u>
Lodging	<u>\$0</u>	_____
Substitutes	<u>\$0</u>	_____
TOTAL	<u>\$369.00</u>	

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

Purpose of travel: GFOA is working with practitioners, researchers, and other education finance experts to identify best practices in school budgeting. These Best Practices in School Budgeting aim to leverage the budget process to align resources to student outcomes.

Outcomes and academic benefits to students and staff: Training for School District Budgeting (Note: GFOA will pay for air and lodging).

Submitted by: _____

Signature

Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date