



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

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**DATE OF MEETING:**        **January 27, 2026**

**TITLE:**            **Approval of Out of State Travel**

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**BACKGROUND:**

**STAFF**

Todd Jaeger, Tassi Call, Matt Munger, Elizabeth Jacome, Julie Valenzuela, Jason Weaver, Heidi Radtke, and Rose Hooton request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$16,781 and will be paid using Title II funds. No school days will be missed, and no substitutes required.

Andrew Szczepaniak, Shay Humphreys, Lina Bartels, and Kristin Taylor request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$9,900 and will be paid using Title I and Title II funds. No school days will be missed, and no substitutes required.

Stephanie Hayes and Debbie Emans request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$5,621 and will be paid using Title II funds. No school days will be missed, and no substitutes required.

Mandi Cordell and Cori Friezen request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$4,230 and will be paid using Title II funds. No school days will be missed, and no substitutes required.

Ann McNew and Becky Mooney request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$4,690 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

Nick Balkow requests permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$2,795 and will be paid using Title II funds. No school days will be missed, and no substitutes required.

Joyce Daigle requests permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$2,795 and will be paid using Title II funds. No school days will be missed, and no substitutes required.

Timothy Ripp, Lindsay Inglett, Marisa McConnell, Katrina Perez, Megan Frederiksen, and Jennifer Martinez request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$13,497.55 and will be paid using Title I and Title II funds. No school days will be missed, and no substitutes required.

Lorena Cote, Jessica Jarrett, Devin Busby, Shari Lossou-Lossavi, Ashley Anders, Kristen Alvarez, Michelle Roberts, Melanie Derksen, and Elizabeth Lowe request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$18,675 and will be paid using Title I and Title II funds. No school days will be missed, and no substitutes required.

Samantha Doyle, Gabariella Gonzalez, Taylor Brummels, and Summer Doe request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$11,500 and will be paid using Title I and Title II funds. No school days will be missed, and no substitutes required.

Mamie Spillane, Katie Wray, Carmen Gallegos, Amber Bourg, Amber Wolf, and Melissa Walker request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$12,385 and will be paid using Title I and Title II funds. No school days will be missed, and no substitutes required.

Leighann Reynolds, Yennifer Maytorena, Lourdes Oros, Caroline Rondeau, Michelle Baller, Kim Esposito, Jane Peterson, Sheila Kelly, and Raquel Llamas request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$21,555 and will be paid using Title I and Title II funds. No school days will be missed, and no substitutes required.

Darin Mapes and Melissa Lassers request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$5,806 and will be paid using Title II funds. No school days will be missed, and no substitutes required.

Alison Knight, Judy Ruiz, Brittany Sapyta, Jena Krim, Gustavo Armendariz, and Jennifer Queiruga request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$14,310 and will be paid using Title I and Title II funds. No school days will be missed, and no substitutes required.

Cyra Sadowl, Kate Guymon, Erin Lidbetter David Humphreys, Gene Martinez, and Sarah Bibbey request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$14,490 and will be paid using Title I and Title II funds. No school days will be missed, and no substitutes required.

Kevin Beuthin and Albert Malis request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$5,530 and will be paid using Title II funds. No school days will be missed, and no substitutes required.

Javier Suazo, Liliana Rascon Valdez, Mateo Arredondo, Lisa Padilla, Kimberly Dickinson, Jennifer Hunter, Carolyn Marietta, Sally Conboy, Michele Freitas, Stanley Richardwon, Judith Becker-Rohrer, Wendi Ousley, Angel Willis, Stileda Ross, and Hayley Gotlieb request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$41,475 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

Kathy Sheffield and Asami Whitney request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$2,730 and will be paid using Title II funds. No school days will be missed, and no substitutes required.

Angela Wichers, Paul Avila, Christopher Mercillott, Gemma Garcia, Brianna Miller, and Sara Nicholas request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$14,391 and will be paid using Title I funds. No school days will be missed, and no substitutes required.

Vanessa Hill requests permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$2,940 and will be paid using Title II funds. No school days will be missed, and no substitutes required.

Jennifer Letts, Julie Ramsey, Rosa Armstrong, Katie Bruce, Camille Nau, and Nicole Nissenbaum request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$16,045 and will be paid using Title I and Title II funds. No school days will be missed, and no substitutes required.

Orante Jenkins, Rowdy Frederiksen, Christian Greenleaf, Alissa McGowan, Emily Carroll, Ruth Turcios, Kaitlyn Rini, and Makayla Ayers request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$21,915 and will be paid using Maintenance and Operations, and Title II funds. No school days will be missed, and no substitutes required.

Tara Bulleigh, Jennifer Flagg, Jordan Castle, Brent Spencer, Kyle Sutton, Camille Nicely, Rob Lantz, and Erica Fox request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$15,540 and will be paid using Title II and Maintenance and Operations funds. No school days will be missed, and no substitutes required.

Christopher Gutierrez and Ethnee Taylor request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$5,448 and will be paid using Title II funds. No school days will be missed, and no substitutes required.

Stephanie Hillig and Maria Brandauer request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$6,330 and will be paid using Title II funds. No school days will be missed, and no substitutes required.

Brooke Wood and Christina Garcia Seminario request permission to attend AVID Summer Institute 2026 on June 29-July 1, 2026 in San Diego, California. Approximate cost of travel is \$5,280 and will be paid using Title II funds. No school days will be missed, and no substitutes required.

Tassi Call requests permission to attend Childcare Supply Network National Showcase on February 19-21, 2026 in Washington, D.C. The National Association of Counties is paying for the travel expenses. Two school days will be missed, and no substitute required.

Michelle Valenzuela requests permission to attend National School Public Relations Association National Seminar on July 17-23, 2026 in New Orleans, Louisiana. Approximate cost of travel is \$2,942 and will be paid using Maintenance and Operations funds. No school days will be missed, and no substitute required.

Jean Gowen requests permission to attend C-CAP National Teacher Conference on July 14-26, 2026 in Denver, Colorado. Approximate cost of travel is \$1,737 and will be paid using CTE funds. No school days will be missed, and no substitute required.

Todd Jaeger requests permission to attend National School Public Relations Association National Seminar on July 17-23, 2026 in New Orleans, Louisiana. Approximate cost of travel is \$2,942 and will be paid using Title II funds. No school days will be missed.

## **STUDENTS**

Amphitheater School District has a strong tradition of participation in contests of academic challenges, including the National History Bee, Odyssey of the Mind, Academic Decathlon, Future problem Solving and Career and Technical Student organization's (CTSO) national competitions for FCCLA, SkillsUSA, and HOSA. As we have done for the last several years, prior approval is granted without names. Specific information will not be known until the actual events that occur March through June. Approval now allows our schools to begin fundraising.

**BUDGET CODE  
KEY**

140.26.100.2320.6360.501.0000	Title II	Executive Administration, Employee Training, Superintendent
140.26.100.2320.6582.501.0000	Title II	Executive Administration, Employee Travel, Superintendent
140.26.100.2579.6360.510.0000	Title II	Training Non-Instructional, Employee Training, Office of Learning and Instruction
140.26.100.2579.6582.510.0000	Title II	Training Non-Instructional, Employee Travel, Office of Learning and Instruction
100.26.100.2210.6360.106.0000	Title I	Improvement of Instruction, Employee Training, Donaldson
100.26.100.2579.6360.106.0000	Title I	Training Non-Instructional, Employee Training, Donaldson
140.26.100.2210.6360.106.0000	Title II	Improvement of Instruction, Employee Training, Donaldson
140.26.100.2579.6360.106.0000	Title II	Training Non-Instructional, Employee Training, Donaldson
100.26.100.2210.6582.106.0000	Title I	Improvement of Instruction, Employee Travel, Donaldson
100.26.100.2579.6582.106.0000	Title I	Training Non-Instructional, Employee Travel, Donaldson
140.26.100.2210.6582.106.0000	Title II	Improvement of Instruction, Employee Travel, Donaldson
140.26.100.2579.6582.106.0000	Title II	Training Non-Instructional, Employee Travel, Donaldson
140.26.100.2210.6360.107.0000	Title II	Improvement of Instruction, Employee Training, Harelson
140.26.100.2579.6360.107.0000	Title II	Training Non-Instructional, Employee Training, Harelson
140.26.100.2210.6582.107.0000	Title II	Improvement of Instruction, Employee Travel, Harelson
140.26.100.2579.6582.107.0000	Title II	Training Non-Instructional, Employee Travel, Harelson
140.26.100.2210.6360.119.0000	Title II	Improvement of Instruction, Employee Training, Innovation
140.26.100.2210.6582.119.0000	Title II	Improvement of Instruction, Employee Travel, Innovation
100.26.100.2210.6360.109.0000	Title I	Improvement of Instruction, Employee Training, Keeling
100.26.100.2210.6582.109.0000	Title I	Improvement of Instruction, Employee Travel, Keeling
140.26.100.2579.6360.109.0000	Title II	Training Non-Instructional, Employee Training, Keeling
140.26.100.2579.6582.109.0000	Title II	Training Non-Instructional, Employee Travel, Keeling
140.26.100.2210.6360.109.0000	Title II	Improvement of Instruction, Employee Training, Keeling
140.26.100.2210.6582.109.0000	Title II	Improvement of Instruction, Employee Travel, Keeling
140.26.100.2210.6360.116.0000	Title II	Improvement of Instruction, Employee Training, Mesa Verde

140.26.100.2579.6360.116.0000	Title II	Training Non-Instructional, Employee Training, Mesa Verde
100.26.100.2210.6360.116.0000	Title I	Improvement of Instruction, Employee Training, Mesa Verde
140.26.100.2210.6582.116.0000	Title II	Improvement of Instruction, Employee Travel, Mesa Verde
140.26.100.2579.6582.116.0000	Title II	Training Non-Instructional, Employee Travel, Mesa Verde
100.26.100.2210.6582.116.0000	Title I	Improvement of Instruction, Employee Travel, Mesa Verde
100.26.100.2210.6360.110.0000	Title I	Improvement of Instruction, Employee Training, Nash
100.26.100.2579.6360.110.0000	Title I	Training Non-Instructional, Employee Training, Nash
140.26.100.2210.6360.110.0000	Title II	Improvement of Instruction, Employee Training, Nash
140.26.100.2579.6360.110.0000	Title II	Training Non-Instructional, Employee Training, Nash
100.26.100.2210.6582.110.0000	Title I	Improvement of Instruction, Employee Travel, Nash
100.26.100.2579.6582.110.0000	Title I	Training Non-Instructional, Employee Travel, Nash
140.26.100.2210.6582.110.0000	Title II	Improvement of Instruction, Employee Travel, Nash
140.26.100.2579.6582.110.0000	Title II	Training Non-Instructional, Employee Travel, Nash
140.26.100.2210.6360.111.0000	Title II	Improvement of Instruction, Employee Training, Prince
140.26.100.2579.6360.111.0000	Title II	Training Non-Instructional, Employee Training, Prince
100.26.100.2210.6360.111.0000	Title I	Improvement of Instruction, Employee Training, Prince
140.26.100.2210.6582.111.0000	Title II	Improvement of Instruction, Employee Travel, Prince
140.26.100.2579.6582.111.0000	Title II	Training Non-Instructional, Employee Travel, Prince
100.26.100.2210.6582.111.0000	Title I	Improvement of Instruction, Employee Travel, Prince
140.26.100.2210.6360.117.0000	Title II	Improvement of Instruction, Employee Training, Rio Vista
140.26.100.2579.6360.117.0000	Title II	Training Non-Instructional, Employee Training, Rio Vista
100.26.100.2210.6360.117.0000	Title I	Improvement of Instruction, Employee Training, Rio Vista
140.26.100.2210.6582.117.0000	Title II	Improvement of Instruction, Employee Travel, Rio Vista
140.26.100.2579.6582.117.0000	Title II	Training Non-Instructional, Employee Travel, Rio Vista
100.26.100.2210.6582.117.0000	Title I	Improvement of Instruction, Employee Travel, Rio Vista
140.26.100.2210.6360 112.0000	Title II	Improvement of Instruction, Employee Training, Walker
140.26.100.2579.6360.112.0000	Title II	Training Non-Instructional, Employee Training, Walker
100.26.100.2210.6360 112.0000	Title I	Improvement of Instruction, Employee Training, Walker
140.26.100.2210.6582 112.0000	Title II	Improvement of Instruction, Employee Travel, Walker
140.26.100.2579.6582 112.0000	Title II	Training Non-Instructional, Employee Travel, Walker
100.26.100.2210.6582.112.0000	Title I	Improvement of Instruction, Employee Travel Walker
140.26.100.2210.6360.168.0000	Title II	Improvement of Instruction, Employee Training, Wilson
140.26.100.2579.6360.168.0000	Title II	Training Non-Instructional, Employee Training, Wilson

140.26.100.2210.6582.168.0000	Title II	Improvement of Instruction, Employee Travel, Wilson
140.26.100.2579.6582.168.0000	Title II	Training Non-Instructional, Employee Travel, Wilson
140.26.100.2210.6360 108.0000	Title II	Improvement of Instruction, Employee Training, Holaway
140.26.100.2579.6360.108.0000	Title II	Training Non-Instructional, Employee Training, Holaway
100.26.100.2210.6360 108.0000	Title I	Improvement of Instruction, Employee Training, Holaway
140.26.100.2210.6582 108.0000	Title II	Improvement of Instruction, Employee Travel, Holaway
140.26.100.2579.6582 108.0000	Title II	Training Non-Instructional, Employee Travel, Holaway
100.26.100.2210.6582.108.0000	Title I	Improvement of Instruction, Employee Travel, Holaway
100.26.100.2210.6360 165.0000	Title I	Improvement of Instruction, Employee Training, La Cima
100.26.100.2579.6360.165.0000	Title I	Training Non-Instructional, Employee Training, La Cima
140.26.100.2210.6360 165.0000	Title II	Improvement of Instruction, Employee Training, La Cima
140.26.100.2579.6360 165.0000	Title II	Training Non-Instructional, Employee Training, La Cima
100.26.100.2210.6582.165.0000	Title I	Improvement of Instruction, Employee Travel, La Cima
100.26.100.2579.6582.165.0000	Title I	Training Non-Instructional, Employee Travel, La Cima
140.26.100.2210.6582 165.0000	Title II	Improvement of Instruction, Employee Travel, La Cima
140.26.100.2579.6582 165.0000	Title II	Training Non-Instructional, Employee Travel, La Cima
140.26.100.2210.6360 281.0000	Title II	Improvement of Instruction, Employee Training, Amphitheater High School
140.26.100.2579.6360.281.0000	Title II	Training Non-Instructional, Employee Training, Amphitheater High School
140.26.100.2210.6582 281.0000	Title II	Improvement of Instruction, Employee Travel, Amphitheater High School
140.26.100.2579.6582 281.0000	Title II	Training Non-Instructional, Employee Travel, Amphitheater High School
100.26.100.2579.6360.281.0000	Title I	Training Non-Instructional, Employee Training, Amphitheater High School
100.26.100.2210.6360.281.0000	Title I	Improvement of Instruction, Employee Training, Amphitheater High School
100.26.100.2579.6582.281.0000	Title I	Training Non-Instructional, Employee Travel, Amphitheater High School
100.26.100.2210.6582 281.0000	Title I	Improvement of Instruction, Employee Travel, Amphitheater High School
140.26.100.2210.6360.166.0000	Title II	Improvement of Instruction, Employee Training, Amphitheater Middle School
140.26.100.2579.6360.166.0000	Title II	Training Non-Instructional, Employee Training, Amphitheater Middle School
140.26.100.2210.6582.166.0000	Title II	Improvement of Instruction, Employee Travel, Amphitheater Middle School
140.26.100.2579.6582.166.0000	Title II	Training Non-Instructional, Employee Travel, Amphitheater Middle School

100.26.100.2210.6360.166.0000	Title I	Improvement of Instruction, Employee Training, Amphitheater Middle School
100.26.100.2579.6360.166.0000	Title I	Training Non-Instructional, Employee Training, Amphitheater Middle School
100.26.100.2210.6582.166.0000	Title I	Improvement of Instruction, Employee Travel, Amphitheater Middle School
100.26.100.2579.6582.166.0000	Title I	Training Non-Instructional, Employee Travel, Amphitheater Middle School
100.26.100.2210.6360.115.0000	Title I	Improvement of Instruction, Employee Training, Coronado
100.26.100.2579.6360.115.0000	Title I	Training Non-Instructional, Employee Training, Coronado
140.26.100.2210.6360.115.0000	Title II	Improvement of Instruction, Employee Training, Coronado
140.26.100.2579.6360.115.0000	Title II	Training Non-Instructional, Employee Training, Coronado
100.26.100.2210.6582.115.0000	Title I	Improvement of Instruction, Employee Travel, Coronado
100.26.100.2579.6582.115.0000	Title I	Training Non-Instructional, Employee Travel, Coronado
140.26.100.2210.6582.115.0000	Title II	Improvement of Instruction, Employee Travel, Coronado
140.26.100.2579.6582.115.0000	Title II	Training Non-Instructional, Employee Travel, Coronado
001.00.100.2210.6360.280.0000	M & O	Improvement of Instruction, Employee Training, Ironwood Ridge
001.00.100.2579.6360.280.0000	M & O	Training Non-Instructional, Employee Training, Ironwood Ridge
140.26.100.2210.6360.280.0000	Title II	Improvement of Instruction, Employee Training, Ironwood Ridge
140.26.100.2579.6360.280.0000	Title II	Training Non-Instructional, Employee Training, Ironwood Ridge
001.00.100.2210.6582.280.0000	M & O	Improvement of Instruction, Employee Travel, Ironwood Ridge
001.00.100.2579.6582.280.0000	M & O	Training Non-Instructional, Employee Travel, Ironwood Ridge
140.26.100.2210.6582.280.0000	Title II	Improvement of Instruction, Employee Travel, Ironwood Ridge
140.26.100.2579.6582.280.0000	Title II	Training Non-Instructional, Employee Travel, Ironwood Ridge
001.00.100.2210.6360.282.0000	M & O	Improvement of Instruction, Employee Training, Canyon del Oro
001.00.100.2579.6360.282.0000	M & O	Training Non-Instructional, Employee Training, Canyon del Oro
140.26.100.2210.6360.282.0000	Title II	Improvement of Instruction, Employee Training, Canyon del Oro
140.26.100.2579.6360.282.0000	Title II	Training Non-Instructional, Employee Training, Canyon del Oro
001.00.26.100.2210.6582.282.0000	M & O	Improvement of Instruction, Employee Travel, Canyon del Oro
001.00.26.100.2579.6582.282.0000	M & O	Training Non-Instructional, Employee Travel, Canyon del Oro
140.26.100.2210.6582.282.0000	Title II	Improvement of Instruction, Employee Travel, Canyon del Oro

140.26.100.2579.6582.282.0000	Title II	Training Non-Instructional, Employee Travel, Canyon del Oro
140.26.100.2210.6360.167.0000	Title II	Improvement of Instruction, Employee Training, Cross
140.26.100.2579.6360 167.0000	Title II	Training Non-Instructional, Employee Training, Cross
140.26.100.2210.6582.167.0000	Title II	Improvement of Instruction, Employee Travel, Cross
140.26.100.2579.6582.167.0000	Title II	Training Non-Instructional, Employee Travel, Cross
140.26.100.2210.6360.118.0000	Title II	Improvement of Instruction, Employee Training, Copper Creek
140.26.100.2579.6360 118.0000	Title II	Training Non-Instructional, Employee Training, Copper Creek
140.26.100.2210.6582.118.0000	Title II	Improvement of Instruction, Employee Travel, Copper Creek
140.26.100.2579.6582.118.0000	Title II	Training Non-Instructional, Employee Travel, Copper Creek
140.26.100.2210.6360.114.0000	Title II	Improvement of Instruction, Employee Training, Painted Sky
140.26.100.2579.6360 114.0000	Title II	Training Non-Instructional, Employee Training, Painted Sky
140.26.100.2210.6582.114.0000	Title II	Improvement of Instruction, Employee Travel, Painted Sky
140.26.100.2579.6582.114.0000	Title II	Training Non-Instructional, Employee Travel, Painted Sky
001.00.100.2579.6360.503.0000	M & O	Training-Non-Instructional, Employee Training, Communications
001.00.100.2579.6582.503.0000	M & O	Training-Non-Instructional, Employee Travel, Communications
260.26.320.2210.6360.280.0000	CTE	Improvement of Instruction, Employee Training, Ironwood Ridge
260.26.320.2210.6582.280.0000	CTE	Improvement of Instruction, Employee Travel, Ironwood Ridge

**RECOMMENDATION:**

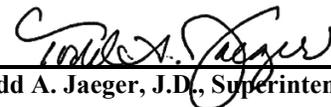
It is the recommendation of the administration that the above travel be approved.

**INITIATED BY:**



**Matthew Munger**  
Associate Superintendent for Secondary Education

**Date: January 26, 2026**



**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): Todd Jaeger Tassi Call SCHOOL: School / Site  
Matt Munger Elizabeth Jacome Julie Valenzuela Department (opt.): Office of Learning & Instruction  
Jason Weaver Heidi Radtke Rose Hooton DATE(S): June 28-July 1, 2026

ACTIVITY/EVENT: AVID Summer Institute 2026

LOCATION: San Diego, California

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>\$ 7,693</u>		<u>140.26.100.2579.6360.510.0000</u>
Transportation	<u>\$ 4,160</u>	Mode <u>air</u>	<u>140.26.100.2579.6582.510.0000</u>
Meals	<u>\$ 2,128</u>		<u>140.26.100.2579.6582.510.0000</u>
Lodging	<u>\$ 2,800</u>		<u>140.26.100.2579.6582.510.0000</u>
Substitutes	_____		_____
<b>TOTAL</b>	<b><u>\$16,781</u></b>		

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

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

Purpose of travel: Participate in AVID Summer Institute professional development.

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation and learn valuable best practice strategies to ensure rigorous implementation toward AVID district-wide.

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

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

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

Submitted by: Mary Thatcher 1/20/26  
 Signature Date

\_\_\_\_\_  
 Principal/Supervisor Date  
Tassi Call  
 Associate Superintendent/Superintendent 1/20/26  
 Date

**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): Andrew Szczepaniak Shay Humphreys SCHOOL: Donaldson  
Lina Bartels Kristin Taylor Department (opt.): \_\_\_\_\_

DATE(S): 6.28.26-7.1.26

ACTIVITY/EVENT: AVID Summer Institute LOCATION: San Diego, California

ABSENCE: # Days Sub Required:  Yes  No # of School Days Missed

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST BUDGET CODE/DESCRIPTION

(Note: Tax credit contributions are District funds and require a budget code.)

Registration	<u>\$4,396.00</u>		<u>100.26.100.2210.6360.106.0000</u> <u>100.26.100.2579.6360.106.0000</u> <u>140.26.100.2210.6360.106.0000</u> <u>140.26.100.2579.6360.106.0000</u>
Transportation	<u>\$2,640.00</u>	Mode <u>Air</u>	<u>100.26.100.2210.6582.106.0000</u> <u>100.26.100.2579.6582.106.0000</u> <u>140.26.100.2210.6582.106.0000</u> <u>140.26.100.2579.6582.106.0000</u>
Rental Car	_____		_____
Meals	<u>\$1,064.00</u>		<u>100.26.100.2210.6582.106.0000</u> <u>100.26.100.2579.6582.106.0000</u> <u>140.26.100.2210.6582.106.0000</u> <u>140.26.100.2579.6582.106.0000</u>
Lodging	<u>\$1,800.00</u>		<u>100.26.100.2210.6582.106.0000</u> <u>100.26.100.2579.6582.106.0000</u> <u>140.26.100.2210.6582.106.0000</u> <u>140.26.100.2579.6582.106.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$9,900.00</u>		

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

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

Purpose of travel: AVID Summer Institute

Outcomes and academic benefits to students and staff: \_\_\_\_\_

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

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

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

Submitted by: Melissa Miller 1.22.26  
Signature Date  
Paula Stewart 1.22.26  
Principal/Supervisor Date  
Jessie Call 1/23/26  
Associate Superintendent/Superintendent Date

**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): Stephanie Hayes  
Debbie Emans

SCHOOL: Harelson Elementary  
DATE(S): June 28, 2026-July 1, 2026

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego, CA

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>\$2198.00</u>		<u>140.26.100.2210/2579.6360.107.0000</u>
Transportation	<u>\$1091.00</u>	Mode <u>Air</u>	<u>140.26.100.2210/2579.6852.107.0000</u>
Rental Car	<u>0</u>		<u>0</u>
Meals	<u>\$532.00</u>		<u>140.26.100.2210/2579.6852.107.0000</u>
Lodging	<u>\$1800.00</u>		<u>140.26.100.2210/2579.6852.107.0000</u>
Substitutes	<u>0</u>		<u>0</u>
<b>TOTAL</b>	<b><u>\$5621.02</u></b>		

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

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

Purpose of travel: To participate in AVID Summer Institute professional learning.

Outcomes and academic benefits to students and staff: AVID educators will be provided with necessary strategies and tools to transform classrooms, empower students, and drive their success while helping students reach their highest potential in college and career readiness.

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

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

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

Submitted by: \_\_\_\_\_ 1/15/26  
Signature Date

Stephanie Hayes 1/15/26  
Principal/Supervisor Date

[Signature] 1/15/26  
Associate Superintendent/Supervisor Date

**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): Mandi Cordell

SCHOOL: Innovation Academy

Cori Friezen

Department (opt.): \_\_\_\_\_

DATE(S): 6/29/26 - 7/1/26

ACTIVITY/EVENT: AVID Summer Institute 2026

LOCATION: San Diego, CA

ABSENCE: # Days \_\_\_\_\_ Sub Required:  Yes  No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

(Note: Tax credit contributions are District funds and require a budget code.)

Registration	<u>\$2,198.00</u>		<u>140.26.100.2210.6360.119.0000</u>
Transportation	<u>\$900.00</u>	Mode <u>Flight</u>	<u>140.26.100.2210.6582.119.0000</u>
Rental Car	_____		_____
Meals	<u>\$532.00</u>		<u>140.26.100.2210.6582.119.0000</u>
Lodging	<u>\$600.00</u>		<u>140.26.100.2210.6582.119.0000</u>
Substitutes	_____		_____
<b>TOTAL</b>	<b><u>\$4,230.00</u></b>		

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

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

Purpose of travel: AVID Summer Institute 2026

Outcomes and academic benefits to students and staff: Knowledge to support district initiative

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

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

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

Submitted by:

[Signature]  
Signature

12/24/25  
Date

[Signature]  
Principal/Supervisor

12/24/25  
Date

[Signature]  
Associate Superintendent/Superintendent

1/16/26  
Date

**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): Ann McNew & Becky Mooney

SCHOOL: Keeling

Department (opt.):

DATE(S): June 28-July 1, 2026

ACTIVITY/EVENT: AVID Summer Institute - PD

LOCATION: San Diego, CA

ABSENCE: # Days 4 Sub Required:  Yes  No

# of School Days Missed: na

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>	
Registration	<u>\$2198 (\$1099pp)</u>		<u>100.26.100.2210.6360.109.0000</u>
Transportation	<u>\$1020 (\$450pp+60pp)</u> Mode: <u>Air &amp; Taxi</u>		<u>100.26.100.2210.6582.109.0000</u>
Parking	<u>\$40 (\$20pp)</u> Airport		<u>100.26.100.2210.6582.109.0000</u>
Meals	<u>\$532 (\$266pp)</u>		<u>100.26.100.2210.6582.109.0000</u>
Lodging	<u>\$900</u>		<u>100.26.100.2210.6582.109.0000</u>
<b>TOTAL</b>	<b><u>\$4,690.00</u></b>		

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

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

Purpose of travel: Participation in AVID Summer Institute for Professional Development.

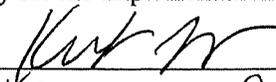
Outcomes and academic benefits to students and staff: **Strengthen understanding of AVID implementation on school site and learn best practice strategies to ensure effective implementation of AVID.**

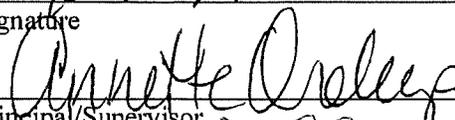
Identify which characteristics of the Portrait of Graduate are specifically related to this request.

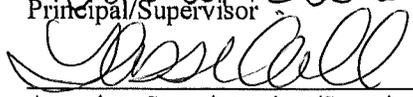
- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Academic Content | <input type="checkbox"/> Caring          | <input type="checkbox"/> Citizenship       |
| <input checked="" type="checkbox"/> Collaboration    | <input type="checkbox"/> Communication   | <input type="checkbox"/> Creative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

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

Submitted by:

 1/6/26  
Signature Date

 1/6/26  
Principal/Supervisor Date

 1/6/26  
Associate Superintendent/Superintendent Date

**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): Joyce Daigle

SCHOOL: **Keeling**

Department (opt.):

DATE(S): **June 28-July 1, 2026**

ACTIVITY/EVENT: **AVID Summer Institute - PD**

LOCATION: **San Diego, CA**

ABSENCE: # Days 4 Sub Required:  Yes  No

# of School Days Missed: **na**

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

(Note: Tax credit contributions are District funds and require a budget code.)

Registration	<b>\$1099pp</b>		<b><u>140.26.100.2579.6360.109.0000</u></b>
Transportation	<b>\$450pp+60pp</b>	Mode: <b>Air &amp; Taxi</b>	<b><u>140.26.100.2579.6582.109.0000</u></b>
Parking	<b>\$20pp</b>	Airport	<b><u>140.26.100.2579.6582.109.0000</u></b>
Meals	<b>\$266pp</b>		<b><u>140.26.100.2579.6582.109.0000</u></b>
Lodging	<b>\$900 per room</b>		<b><u>140.26.100.2579.6582.109.0000</u></b>
<b>TOTAL</b>	<b><u>\$2795</u></b>		

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

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

Purpose of travel: Participation in AVID Summer Institute for Professional Development.

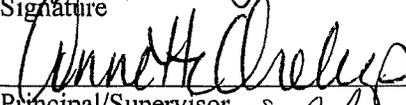
Outcomes and academic benefits to students and staff: **Strengthen understanding of AVID implementation on school site and learn best practice strategies to ensure effective implementation of AVID.**

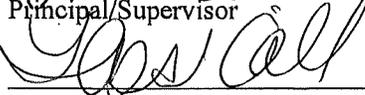
Identify which characteristics of the Portrait of Graduate are specifically related to this request.

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

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

Submitted by:  1/6/26  
Signature Date

 1/6/26  
Principal/Supervisor Date

 1/6/26  
Associate Superintendent/Superintendent Date

**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): Nick Balkow

SCHOOL: **Keeling**

Department (opt.):

DATE(S): **June 28-July 1, 2026**

ACTIVITY/EVENT: **AVID Summer Institute - PD**

LOCATION: **San Diego, CA**

ABSENCE: # Days 4 Sub Required:  Yes  No

# of School Days Missed: **na**

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

(Note: Tax credit contributions are District funds and require a budget code.)

Registration	<b><u>\$1099pp</u></b>		<b><u>140.26.100.2210.6360.109.0000</u></b>
Transportation	<b><u>\$450pp+60pp</u></b>	Mode: Air & Taxi	<b><u>140.26.100.2210.6582.109.0000</u></b>
Parking	<b><u>\$20pp</u></b>	Airport	<b><u>140.26.100.2210.6582.109.0000</u></b>
Meals	<b><u>\$266pp</u></b>		<b><u>140.26.100.2210.6582.109.0000</u></b>
Lodging	<b><u>\$900 per room</u></b>		<b><u>140.26.100.2210.6582.109.0000</u></b>
TOTAL	<b><u>\$2795</u></b>		

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

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

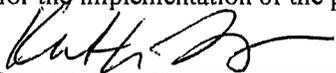
Purpose of travel: Participation in AVID Summer Institute for Professional Development.

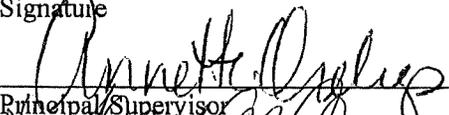
Outcomes and academic benefits to students and staff: **Strengthen understanding of AVID implementation on school site and learn best practice strategies to ensure effective implementation of AVID.**

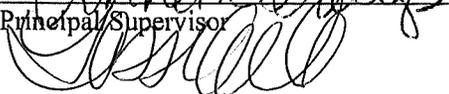
Identify which characteristics of the Portrait of Graduate are specifically related to this request.

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

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

Submitted by:  **1/6/26**  
Signature Date

 **1/6/26**  
Principal/Supervisor Date

 **1/6/26**  
Associate Superintendent/Superintendent Date

**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): Timothy Ripp      Lindsay Inglett      SCHOOL: Mesa Verde Elementary  
Marisa McConnell      Katrina Perez      Department (opt.): \_\_\_\_\_  
Megan Frederiksen      Jennifer Martinez      DATE(S): June 28, 2026 – July 1, 2026

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego, CA

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>\$2198.00</u>		<u>140.26.100.2210/2579.6360.116.0000</u>
	<u>\$4396.00</u>		<u>100.26.100.2210.6360.116.0000</u>
Transportation	<u>\$1091.02</u>	Mode <u>Air</u>	<u>140.26.100.2210/2579.6582.116.0000</u>
	<u>\$1516.53</u>		<u>100.26.100.2210.6582.116.0000</u>
Rental Car	<u>0</u>		<u>0</u>
Meals	<u>\$532.00</u>		<u>140.26.100.2210/2579.6582.116.0000</u>
	<u>\$1064.00</u>		<u>100.26.100.2210.6582.116.0000</u>
Lodging	<u>\$1800.00</u>		<u>140.26.100.2210/2579.6582.116.0000</u>
	<u>\$900.00</u>		<u>100.26.100.2210.6582.116.0000</u>
Substitutes	<u>0</u>		<u>0</u>
<b>TOTAL</b>	<b><u>\$13,497.55</u></b>		

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

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

Purpose of travel: to participate in AVID Summer Institute Professional Development

Outcomes and academic benefits to students and staff: AVID educators will be provided necessary strategies and tools to transform classrooms, empower students and drive their success while helping students reach their highest potential in college and career readiness.

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

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

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

Submitted by: Kristin Magdziasz      1/15/26  
 Signature      Date

[Signature]      1/15/26  
 Principal/Supervisor      Date

[Signature]      1/15/26  
 Associate Superintendent/Superintendent      Date

**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): Lorena Cote, Jessica Jarrett, Devin Busby Shari Lossou-Lossavi SCHOOL: Nash  
Ashley Anders, Kristen Alvarez Michelle Roberts Department (opt.): \_\_\_\_\_  
Melanie Derksen, Elizabeth Lowe \_\_\_\_\_ DATE(S): June 29th, - July 1st, 2026

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego, CA

ABSENCE: # Days 0 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>\$7693/\$2198</u>		<u>100.26.100.2210/2579.6360.110.0000</u> <u>140.26.100.2210/2579.6360.110.0000</u>
Transportation	<u>\$3150/\$900</u>	Mode <u>air/car</u>	<u>100.26.100.2210/2579.6582.110.0000</u> <u>140.26.100.2210/2579.6582.110.0000</u>
Meals	<u>\$1582/\$452</u>		<u>100.26.100.2210/2579.6582.110.0000</u> <u>140.26.100.2210/2579.6582.110.0000</u>
Lodging	<u>\$2100/\$600</u>		<u>100.26.100.2210/2579.6582.110.0000</u> <u>140.26.100.2210/2579.6582.110.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$18,675.00</u>		

Purpose of travel: Participation in AVID Summer Institute Professional Development

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation towards AVID school-wide programs.

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

Submitted by: Susan Campbell 1-6-26  
 Signature Date  
[Signature] 1-6-26  
 Principal/Supervisor Date  
[Signature] 1/6/26  
 Associate Superintendent/Superintendent Date

**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): Samantha Doyle Gabriella Gonzalez SCHOOL: Prince Elementary School  
Taylor Brummels Summer Doe Department (opt.): \_\_\_\_\_  
 DATE(S): 6/28-7/1/2026

ACTIVITY/EVENT: AVID Summer Institute 2026

LOCATION: San Diego, CA

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>\$2198.00</u> <u>\$2198.00</u>	<u>140.26.100.2210/2579.6360.111.0000</u> <u>100.26.100.2210.6360.111.0000</u>
Transportation	<u>\$1040.00</u> <u>\$1040.00</u>	Mode <u>Air</u> <u>140.26.100.2210/2579.6582.111.0000</u> <u>100.26.100.2210.6582.111.0000</u>
Meals	<u>\$532.00</u> <u>\$532.00</u>	<u>140.26.100.2210/2579.6360.111.0000</u> <u>100.26.100.2210.6360.111.0000</u>
Lodging	<u>\$1980.00</u> <u>\$1980.00</u>	<u>140.26.100.2210/2579.6360.111.0000</u> <u>100.26.100.2210.6360.111.0000</u>
<b>TOTAL</b>	<b><u>\$11,500.00</u></b>	

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

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

Purpose of travel: **To attend AVID Summer Institute**

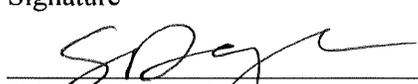
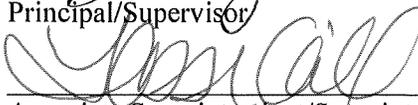
Outcomes and academic benefits to students and staff: **Participants will strengthen their understanding of AVID implementation and learn valuable best practice strategies to ensure rigorous implementation toward AVID district-wide.**

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

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

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

Submitted by:

Signature	Date
	<u>1/16/26</u>
Principal/Supervisor	Date
	<u>1/16/26</u>
Associate Superintendent/Supervisor	Date

**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): Mamie Spillane Katie Wray SCHOOL: Rio Vista Elementary  
Carmen Gallegos Amber Bourg  
Amber Wolf Melissa Walker DATE(S): June 28, 2026 to July 1, 2026

ACTIVITY/EVENT: AVID Summer Institute 2026

LOCATION: San Diego, California

ABSENCE: # Days 4 Sub Required:  Yes  No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES) APPROXIMATE COST  
 BUDGET CODE/DESCRIPTION (Note: Tax credit contributions are District funds and require a budget code.)

Registration	<u>\$1099x1=\$1099.00</u>	<u>140.26.100.2210.6360.117.0000</u>
	<u>\$1099x1=\$1099.00</u>	<u>140.26.100.2579.6360.117.0000</u>
	<u>\$1099x4=\$4396.00</u>	<u>100.26.100.2210.6360.117.0000</u>
Transportation	<u>\$450x1=\$450+20=\$470.00</u> Mode <u>Air</u>	<u>140.26.100.2210.6582.117.0000</u>
	<u>\$450x1=\$450+20=\$470.00</u>	<u>140.26.100.2579.6360.117.0000</u>
	<u>\$450x4=\$1800+140=\$1455.00</u>	<u>100.26.100.2210.6582.117.0000</u>
Meals	<u>\$266x1=\$266.00</u>	<u>140.26.100.2210.6360.117.0000</u>
	<u>\$266x1=\$266.00</u>	<u>140.26.100.2579.6360.117.0000</u>
	<u>\$266x4=\$1064.00</u>	<u>100.26.100.2210.6582.117.0000</u>
Lodging	<u>\$300x1=\$300.00</u>	<u>140.26.100.2210.6360.117.0000</u>
	<u>\$300x1=\$300.00</u>	<u>140.26.100.2579.6360.117.0000</u>
	<u>\$300X4=\$1200.00</u>	<u>100.26.100.2210.6582.117.0000</u>
<b>TOTAL</b>	<u><b>\$12,385.00</b></u>	

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

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

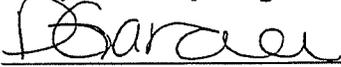
Purpose of travel: 2026 AVID Summer

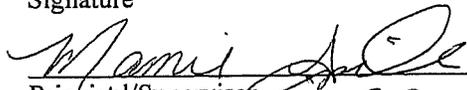
Outcomes and academic benefits to students and staff: **Participants will strengthen their understanding of AVID implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation toward AVID school wide.**

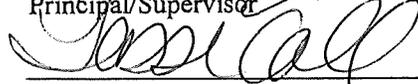
Identify which characteristics of the Portrait of Graduate are specifically related to this request.

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

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

Submitted by:  12/22/2026  
 Signature Date

 1/13/26  
 Principal/Supervisor Date

 1/14/26  
 Associate Superintendent/Superintendent Date

**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): Leighann Reynolds   Yeniffer Maytorena   SCHOOL: Walker ES  
Lourdes Oros   Caroline Rondeau   DATE(S): 06/28/26 – 7/1/26  
Michelle Baller   Kim Esposito  
Jane Peterson   Sheila Kelly  
Raquel Llamas

ACTIVITY/EVENT: 2026 AVID Summer Institute

LOCATION: San Diego, CA

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>
Registration	<u>\$1,099 x 1 = \$1,099</u>		<u>140.26.100.2579.6360.112.0000</u>
	<u>\$1,099 x 1 = \$1,099</u>		<u>140.26.100.2210.6360.112.0000</u>
	<u>\$1,099 x 7 = \$7,693</u>		<u>100.26.100.2210.6360.112.0000</u>
Transportation	<u>\$450 x 1 = \$450</u>	<u>Mode: Air</u>	<u>140.26.100.2579.6582.112.0000</u>
	<u>\$450 x 1 = \$450</u>	<u>Mode: Air</u>	<u>140.26.100.2210.6582.112.0000</u>
	<u>\$450 x 7 = \$3,150</u>	<u>Mode: Air</u>	<u>100.26.100.2210.6582.112.0000</u>
	<u>\$120 x 1 = \$60</u>	<u>Mode: Uber</u>	<u>140.26.100.2579.6582.112.0000</u>
	<u>\$120 x 1 = \$60</u>	<u>Mode: Uber</u>	<u>140.26.100.2210.6582.112.0000</u>
	<u>\$120 x 7 = \$840</u>	<u>Mode: Uber</u>	<u>100.26.100.2210.6582.112.0000</u>
	<u>\$20 x 1 = \$20</u>	<u>Airport Parking</u>	<u>140.26.100.2579.6582.112.0000</u>
	<u>\$20 x 1 = \$20</u>	<u>Airport Parking</u>	<u>140.26.100.2210.6582.112.0000</u>
	<u>\$20 x 7 = \$140</u>	<u>Airport Parking</u>	<u>100.26.100.2210.6582.112.0000</u>
Meals	<u>\$266 x 1 = \$266</u>		<u>140.26.100.2579.6582.112.0000</u>
	<u>\$266 x 1 = \$266</u>		<u>140.26.100.2210.6582.112.0000</u>
	<u>\$266 x 7 = \$1,862</u>		<u>100.26.100.2210.6582.112.0000</u>
Lodging	<u>\$900 x 1 = \$900</u>		<u>140.26.100.2579.6582.112.0000</u>
	<u>\$900 x 4 = \$3,600</u>		<u>100.26.100.2210.6582.112.0000</u>
<b>Total</b>	<b><u>\$21,555</u></b>		

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

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

Purpose of travel: 2026 AVID Summer Conference

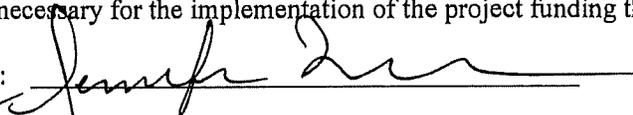
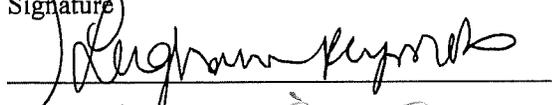
**Outcomes and academic benefits to students and staff:** Participants will strengthen their understanding of AVID implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation toward AVID school-wide.

**Identify which characteristics of the Promise of a Graduate are specifically related to this request.**

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

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

Submitted by:

	<u>11/15/26</u>
Signature	Date
	<u>1/15/26</u>
Principal/Supervisor	Date
	<u>1/16/24</u>
Associate Superintendent/Superintendent	Date

**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): Darin Mapes Melissa Lassers SCHOOL: Wilson K-8

Department (opt.): \_\_\_\_\_

DATE(S): June 28 – July 1, 2026

ACTIVITY/EVENT: AVID Summer Institute Conference

LOCATION: San Diego, CA

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>
Registration	<u>\$2,198.00</u>	<u>140.26.100.2210/2579.168.0000</u>
Transportation	<u>\$1,720</u>	Mode <u>Airplane/Uber</u> <u>140.26.100.2210.6582.168.0000</u>
Rental Car	_____	_____
Meals	<u>\$448.00</u>	<u>140.26.100.2210.6582.168.0000</u>
Lodging	<u>\$1,440.00</u>	<u>140.26.100.2210.6582.168.0000</u>
Substitutes	_____	_____
<b>TOTAL</b>	<b><u>\$5,806.00</u></b>	

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

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

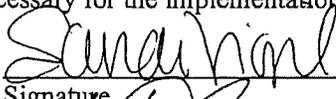
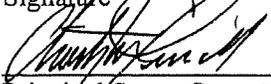
Purpose of travel: Attend AVID Summer Institute Conference

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on campus and learn best practice strategies to ensure rigorous implementation towards AVID school wide.

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

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

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

Submitted by:  12-16-25  
 Signature Date  
 12/16/25  
 Principal/Supervisor Date  
 12/16/25  
 Associate Superintendent/Superintendent Date

**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): Allison Knight                      Judy Ruiz    SCHOOL: Holaway  
                          Brittany Sapyta                      Jena Krim    DATE(S): June 29<sup>th</sup>- July 1<sup>st</sup>, 2026  
                          Gustavo Armendariz                      Jennifer Queiruga

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego, CA

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>
<b>Registration</b>	<u>\$ 1,099 x 1 = \$ 1,099</u>	<u>140.26.100.2579.6360.108.0000</u>
	<u>\$ 1,099 x 1 = \$ 1,099</u>	<u>140.26.100.2210.6360.108.0000</u>
	<u>\$ 1,099 x 4 = \$ 4,396</u>	<u>100.26.100.2210.6360.108.0000</u>
<b>Transportation</b>	<u>\$ 450 x 1 = \$ 450</u>	Mode: Air <u>140.26.100.2579.6582.108.0000</u>
	<u>\$ 450 x 1 = \$ 450</u>	Mode: Air <u>140.26.100.2210.6582.108.0000</u>
	<u>\$ 450 x 4 = \$ 1,800</u>	Mode: Air <u>100.26.100.2210.6582.108.0000</u>
	<u>\$ 120 x 1 = \$ 60</u>	Mode: Uber <u>140.26.100.2579.6582.108.0000</u>
	<u>\$ 120 x 1 = \$ 60</u>	Mode: Uber <u>140.26.100.2210.6582.108.0000</u>
	<u>\$ 120 x 4 = \$ 480</u>	Mode: Uber <u>100.26.100.2210.6582.108.0000</u>
	<u>\$ 20 x 1 = \$ 20</u>	Airport Parking <u>140.26.100.2579.6582.108.0000</u>
	<u>\$ 20 x 1 = \$ 20</u>	Airport Parking <u>140.26.100.2210.6582.108.0000</u>
	<u>\$ 20 x 4 = \$ 80</u>	Airport Parking <u>100.26.100.2210.6582.108.0000</u>
<b>Meals</b>	<u>\$ 266 x 1 = \$ 266</u>	<u>140.26.100.2579.6582.108.0000</u>
	<u>\$ 266 x 1 = \$ 266</u>	<u>140.26.100.2210.6582.108.0000</u>
	<u>\$ 266 x 4 = \$ 1,064</u>	<u>100.26.100.2210.6582.108.0000</u>
<b>Lodging</b>	<u>\$ 900 x 3 = \$ 2,700</u>	<u>100.26.100.2210.6582.108.0000</u>
<b>TOTAL</b>	<b><u>\$ 14,310</u></b>	

The District will  (or) will not  receive reimbursement from outside sources.  
 \* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel: 2026 AVID Summer Conference

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation toward AVID school-wide.

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

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

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

Submitted by:

[Signature]  
Signature  
[Signature]  
Principal/Supervisor  
[Signature]  
Associate Superintendent/Superintendent

1/16/20  
Date  
1/16/20  
Date  
1/20/20  
Date

**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): Cyra Sadowl, Kate Guymon, Erin Lidbetter SCHOOL: La Cima Middle School  
David Humphreys, Gene Martinez, Sarah Bibbey Department (opt.): \_\_\_\_\_  
 DATE(S): June 28 – July 1, 2026

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego, CA

ABSENCE: # Days 0 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>\$4,3996/\$2,198</u>		<u>100.26.100.2210/2579.6360.165.0000</u> <u>140.26.100.2210/2579.6360.165.0000</u>
Transportation	<u>\$1,800/\$900</u>	Mode <u>air/car</u>	<u>100.26.100.2210/2579.6582.165.0000</u> <u>140.26.100.2210/2579.6582.165.0000</u>
Rental Car	_____		_____
Meals	<u>\$1,064/\$532</u>		<u>100.26.100.2210/2579.6582.165.0000</u> <u>140.26.100.2210/2579.6582.165.0000</u>
Lodging	<u>\$1,800/\$1,800</u>		<u>100.26.100.2210/2579.6582.165.0000</u> <u>140.26.100.2210/2579.6582.165.0000</u>
Substitutes	_____		_____
<b>TOTAL</b>	<b><u>\$14,490.00</u></b>		

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

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

Purpose of travel: Participation in AVID Summer Institute Professional Development

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of Avid implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation towards AVID school-wide program To Improve Student Behavior

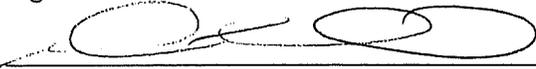
Identify which characteristics of the Portrait of Graduate are specifically related to this request.

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

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

Submitted by:

Signature



Date

1/20/26

Principal/Supervisor



Date

1/20/26

Associate Superintendent/Superintendent

Date

rev. 6/1/2022

**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): Kevin Beuthin, A.J. Malis SCHOOL: AHS Department (opt.): \_\_\_\_\_

DATE(S): 06/28/26-07/01/26

ACTIVITY/EVENT: **AVID SUMMER INSTITUTE**

LOCATION: **Grand Hyatt San Diego, 1 Market Pl., San Diego, CA 92101**

ABSENCE: Days 4 Sub Required: 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>\$2,198</u>	<u>140.26.100.2210.6360.281.0000</u> <u>140.26.100.2579.6360.281.0000</u>
Transportation	<u>\$1,000</u> Mode <u>Airline</u>	<u>140.26.100.2210.6582.281.0000</u> <u>140.26.100.2579.6582.281.0000</u>
Meals	<u>\$532.00</u>	<u>140.26.100.2210.6582.281.0000</u> <u>140.26.100.2579.6582.281.0000</u>
Lodging	<u>\$1,800.00</u>	<u>140.26.100.2210.6582.281.0000</u> <u>140.26.100.2579.6582.281.0000</u>
<b>TOTAL</b>	<b><u>\$5,530.00</u></b>	

The District will not receive reimbursement from outside sources.

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

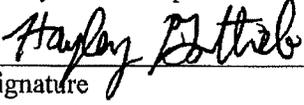
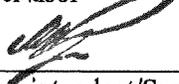
Purpose of travel: AVID Summer Institute

Outcomes and academic benefits to students and staff: Teacher participants will receive instruction related to implementation of AVID strategies that benefit AVID school-wide.

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

- |   |                 |   |                   |   |                   |
|---|-----------------|---|-------------------|---|-------------------|
| X | Caring          | X | Citizenship       | X | Collaboration     |
| X | Communication   | X | Creative Thinking | X | Critical Thinking |
| X | Problem-Solving | X | Scholarship       |   |                   |

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

Submitted by:  1/16/26  
 Signature Date  
 1/16/26  
 Principal/Supervisor Date  
 1/20/26  
 Associate Superintendent/Superintendent Date

**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): Javier Suazo Liliana Rascon Valdez Mateo Arredondo Lisa Padilla SCHOOL: AHS

Kimberly Dickinson Jennifer Hunter Carolyn Marietta Department (opt.): \_\_\_\_\_

Sally Conboy Michele Freitas Stanley Richardson Judith Becker-Rohrer

Wendi Ousley Angel Willis Stileda Rose Hayley Gotlieb

DATE(S): 06/28/26-07/01/26

ACTIVITY/EVENT: AVID SUMMER INSTITUTE

LOCATION: Grand Hyatt San Diego, 1 Market Pl., San Diego, CA 92101

ABSENCE: # Days 4 Sub Required: 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>\$16,485.00</u>		<u>100.26.100.2210.6360.281.0000</u> <u>100.26.100.2579.6360.281.0000</u>
Transportation	<u>\$7,500.00</u>	Mode <u>Airline</u>	<u>100.26.100.2210.6582.281.0000</u> <u>100.26.100.2579.6582.281.0000</u>
Meals	<u>\$3,990.00</u>		<u>100.26.100.2210.6582.281.0000</u> <u>100.26.100.2579.6582.281.0000</u>
Lodging	<u>\$13,500.00</u>		<u>100.26.100.2210.6582.281.0000</u> <u>100.26.100.2579.6582.281.0000</u>
<b>TOTAL</b>	<b><u>\$41,475.00</u></b>		

The District will not receive reimbursement from outside sources.

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

Purpose of travel: AVID Summer Institute

Outcomes and academic benefits to students and staff: Teacher participants will receive instruction related to implementation of AVID strategies that benefit AVID school-wide.

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

- |   |                 |   |                   |   |                   |
|---|-----------------|---|-------------------|---|-------------------|
| X | Caring          | X | Citizenship       | X | Collaboration     |
| X | Communication   | X | Creative Thinking | X | Critical Thinking |
| X | Problem-Solving | X | Scholarship       |   |                   |

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

Submitted by: Hayley Gotlieb 1/16/26  
 Signature Date  
M. Saffa 1/16/26  
 Principal/Supervisor Date  
[Signature] 1/20/26  
 Associate Superintendent/Supintendent Date

**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): Katherina Sheffield , Asami Whitney \_\_\_\_\_ SCHOOL: AMS  
 \_\_\_\_\_ Department (opt.): \_\_\_\_\_  
 \_\_\_\_\_ DATE(S): June 28<sup>th</sup>-July 1<sup>st</sup>,2026

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego, Ca

ABSENCE: # Days 3 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>
Registration	<u>\$2,198.00</u>		<u>140.26.100.2210/2579.6360.166.0000</u>
Transportation	<u>\$940.00</u>	Mode <u>air</u>	<u>140.26.100.2210/2579.6582.166.0000</u>
Rental Car	_____		_____
Meals	<u>\$532.00</u>		<u>140.26.100.2210/2579.6582.166.0000</u>
Lodging	<u>\$600.00</u>		<u>140.26.100.2210/2579.6582.166.0000</u>
Substitutes	_____		_____
<b>TOTAL</b>	<b><u>\$2,730.00</u></b>		

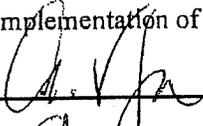
The District will  (or) will not  receive reimbursement from outside sources.  
 \* PO must be submitted and approved *prior* to travel to qualify for reimbursement.  
 Purpose of travel: Participation in AVID Summer Institute Professional Development.

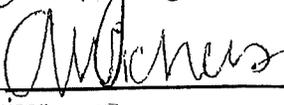
Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID Implementation on their Campus and learn valuable best practice strategies to ensure rigorous implementation Forwards AVID schools-wide program.

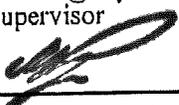
Identify which characteristics of the Portrait of Graduate are specifically related to this request.

<input checked="" type="checkbox"/> Caring	<input type="checkbox"/> Citizenship	<input type="checkbox"/> Collaboration
<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Creative Thinking	<input checked="" type="checkbox"/> Critical Thinking
<input checked="" type="checkbox"/> Problem-Solving	<input type="checkbox"/> Scholarship	

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

Submitted by: Ana Vega  \_\_\_\_\_  
 Signature Date 1/23/26

Angela Wichers  \_\_\_\_\_  
 Principal/Supervisor Date 1/23/26

 \_\_\_\_\_  
 Associate Superintendent/Superintendent Date 1/23/26

**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): Angela Wichers, Pail Avila, Christopher Mercillott, Gemma Garcia,

Brianna Miller, Sarah Nicholas,

SCHOOL: AMS

Department (opt.): \_\_\_\_\_

DATE(S): June 29-July 1, 2026

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Diego, Ca

ABSENCE: # Days 3 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>
Registration	<u>\$4,396/\$1,099</u>		<u>100.26.100.2210/2579.6360.166.0000</u>
Transportation	<u>\$2,300/\$1,540</u>	Mode <u>air</u>	<u>100.26.100.2210/2579.6582.166.0000</u>
Rental Car	_____		_____
Meals	<u>\$1,640/\$1,800</u>		<u>100.26.100.2210/2579.6582.166.0000</u>
Lodging	<u>\$1,800/\$1,800</u>		<u>100.26.100.2210/2579.6582.166.0000</u>
Substitutes	_____		_____
<b>TOTAL</b>	<b><u>\$14,391</u></b>		

(Note: Tax credit contributions are District funds and require a budget code.)

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

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

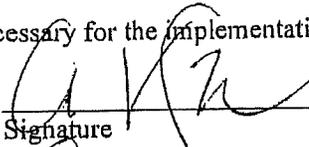
Purpose of travel: Participation in AVID Summer Institute Professional Development.

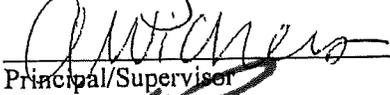
Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on their campus and learn valuable best practice strategies to ensure rigorous implementation towards AVID schools-wide program.

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

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

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

Submitted by:  7/15/26  
Signature Date

 7/15/26  
Principal/Supervisor Date

 7/20/26  
Associate Superintendent/Superintendent Date

**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): Vanessa Hill \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL:  
 Department (opt.): Curriculum and Assessment  
 DATE(S): June 28-July 1, 2026

ACTIVITY/EVENT: AVID 2026 Summer Institute

LOCATION: San Diego, CA

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>\$1099</u>		<u>140.26.100.2579.6361.510.0000</u>
Transportation	<u>\$ 525</u>	Mode <u>air</u>	<u>140.26.100.2579.6582.510.0000</u>
Meals	<u>\$ 266</u>		<u>140.26.100.2579.6582.510.0000</u>
Lodging	<u>\$1050</u>		<u>140.26.100.2579.6582.510.0000</u>
<b>TOTAL</b>	<b><u>\$2940</u></b>		

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

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

Purpose of travel: To participate in AVID Summer Institute Professional Development

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on their campus, and learn valuable best practices strategies to ensure rigorous implementation toward AVID school side.

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

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

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

Submitted by: Hayley Thatcher \_\_\_\_\_ 1/23/26  
 Signature Date

\_\_\_\_\_  
 Principal/Supervisor Date  
Shasi Call \_\_\_\_\_ 1/23/26  
 Associate Superintendent/Supervisor Date

**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): Jennifer Letts Julie Ramsey SCHOOL: Coronado K-8  
Rosa Armstrong Katie Bruce Department (opt.): \_\_\_\_\_  
Camille Nau Nicole Nissenbaum DATE(S): June 28-July 1, 2026

ACTIVITY/EVENT: AVID Summer Institute 2026

LOCATION: San Diego, CA

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>\$3,297/\$1,099</u> <u>\$1,099/\$1,099</u>	<u>100.26.100.2210/2579.6360.115.0000</u> <u>140.26.100.2210/2579.6360.115.0000</u>
Transportation	<u>\$1,677.90/\$559.30</u> Mode <u>air</u> <u>\$559.30/\$559.30</u>	<u>100.26.100.2210/2579.6582.115.0000</u> <u>140.26.100.2210/2579.6582.115.0000</u>
Meals	<u>\$798/\$266</u> <u>\$266/\$266</u>	<u>100.26.100.2210/2579.6582.115.0000</u> <u>140.26.100.2210/2579.6582.115.0000</u>
Lodging	<u>\$1,800/\$900</u> <u>\$900/\$900</u>	<u>100.26.100.2210/2579.6582.115.0000</u> <u>140.26.100.2210/2579.6582.115.0000</u>
TOTAL	<u>\$16,045.80</u>	

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

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

Purpose of travel: To participate in AVID Summer Institute Professional Development

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on our campus and learn valuable best practice strategies to ensure rigorous implementation toward AVID school-wide.

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

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

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

SUBMITTED BY:  1/21/26  
 Signature Date

APPROVED BY:  1/21/26  
 Principal/Supervisor Date

 1/21/26  
 Associate Superintendent/Supervisor Date

**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): Orante Jenkins Rowdy Frederiksen SCHOOL: IRHS  
Christian Greenleaf, Alissa McGowan, Emily Carroll Department (opt.): \_\_\_\_\_  
Ruth Turcios, Kaitlyn Rini, Makayla Ayers DATE(S): 6/28 thru 7/1/2026

ACTIVITY/EVENT: AVID Summer Institute 2026

LOCATION: San Diego, CA

ABSENCE: # Days 0 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	\$1,099.00	140.26.100.2579.6360.280.0000
	\$1,099.00	140.26.100.2210.6360.280.0000
	\$1,099.00	001.00.100.2579.6360.280.0000
	<u>\$6,594.00</u>	001.00.100.2210.6360.280.0000
	\$9,891.00	
Transportation	\$470.00	Mode <u>Air</u> 140.26.100.2579.6582.280.0000
	\$470.00	140.26.100.2210.6582.280.0000
	\$470.00	001.00.100.2579.6582.280.0000
	<u>\$2,820.00</u>	001.00.100.2210.6582.280.0000
	\$4,230.00	
Rental Car	<u>N/A</u>	
Meals	\$266.00	140.26.100.2579.6582.280.0000
	\$266.00	140.26.100.2210.6582.280.0000
	\$266.00	001.00.100.2579.6582.280.0000
	<u>\$1,596.00</u>	001.00.100.2210.6582.280.0000
	\$2,394.00	
Lodging	\$900.00	140.26.100.2579.6582.280.0000
	\$450.00	140.26.100.2210.6582.280.0000
	\$3,150.00	001.00.100.2579.6582.280.0000
	<u>\$900.00</u>	001.00.100.2210.6582.280.0000
	\$5,400.00	
Substitutes	_____	_____
TOTAL	<u>\$21,915.00</u>	

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

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

Purpose of travel: Professional Development

Outcomes and academic benefits to students and staff: AVID helps teachers shift from delivering content facilitating learning, resulting in an inquiry-based, student-centric classroom.

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

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

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

Submitted by: Tracy Faulk 1/21/20  
Signature Date

[Signature] 1-21-20  
Principal/Supervisor Date

[Signature] 1/21/20  
Associate Superintendent/Superintendent Date

**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): Tara Bulleigh Jennifer Flagg SCHOOL: Canyon del Oro High School  
Jordan Castle Brent Spencer Kyle Sutton Camille Nicely Department (opt.): \_\_\_\_\_  
Rob Lantz Erica Fox DATE(S): June 28-July 1, 2026

ACTIVITY/EVENT: AVID 2025 Summer Institute

LOCATION: San Diego, California

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>\$1099 x 2= \$2198.00</u>	<u>140.26.100.2210/2579.6360.282.0000</u>
	<u>\$1099 x 6 = \$6594.00</u>	<u>001.00.100.2210/2579.6360.282.0000</u>
Transportation	<u>\$ 525 x 2= \$1050.00</u> Mode <u>Airfare/car</u>	<u>140.26.100.2210/2579.6582.282.0000</u>
	<u>\$ 525 x 6 = \$3150.00</u>	<u>001.00.100.2210/2579.6582.282.0000</u>
Meals	<u>\$ 266.00 x 2 = \$ 532.00</u>	<u>140.26.100.2210/2579.6582.282.0000</u>
	<u>\$ 266.00 x 6 = \$ 1596.00</u>	<u>001.00.100.2210/2579.6582.282.0000</u>
Lodging	<u>\$ 350 x 3nights x 2 rooms = \$2100.00</u>	<u>140.26.100.2210/2579.6582.282.0000</u>
	<u>\$ 350 x 3nights x 4 rooms = \$ 4200.00</u>	<u>001.00.100.2210/2579.6582.282.0000</u>
Substitutes	<u>\$0.00</u>	_____
TOTAL	<u>\$15,540.00</u>	

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

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

Purpose of travel: To participate in AVID Summer Institute professional development.

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation and learn valuable best practice strategies to ensure rigorous implementation toward AVID district-wide.

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

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

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

Submitted by: Justin 1/26/26  
Signature Date  
Tara Bullis 1/21/26  
Principal/Supervisor Date  
[Signature] 1/21/26  
Associate Superintendent/Superintendent Date

rev. 6/1/2022

**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): Christopher Gutierrez \_\_\_\_\_  
Ethnee Taylor \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: Cross Middle School  
 Department (opt.): \_\_\_\_\_  
 DATE(S): June 28-July 1, 2026

ACTIVITY/EVENT: AVID 2026 Summer Institute

LOCATION: San Diego, CA

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>
Registration	<u>\$2100</u>		<u>140.26.100.2210/2579.6361.510.0000</u>
Transportation	<u>\$ 960</u>	Mode <u>air</u>	<u>140.26.100.2210/2579.6582.510.0000</u>
Meals	<u>\$ 488</u>		<u>140.26.100.2210/2579.6582.510.0000</u>
Lodging	<u>\$1900</u>		<u>140.26.100.2210/2579.6582.510.0000</u>
<b>TOTAL</b>	<b><u>\$5448</u></b>		

(Note: Tax credit contributions are District funds and require a budget code.)

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

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

Purpose of travel: To participate in AVID Summer Institute Professional Development

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation on their campus, and learn valuable best practices strategies to ensure rigorous implementation toward AVID school side.

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

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

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

Submitted by: \_\_\_\_\_ 1-16-26  
 Signature \_\_\_\_\_ Date  
 \_\_\_\_\_ 1-16-26  
 Principal/Supervisor \_\_\_\_\_ Date  
 \_\_\_\_\_ 1/21/26  
 Associate Superintendent/Superintendent \_\_\_\_\_ Date

**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): Stephanie Hillig Maria Brandauer SCHOOL: Copper Creek Elementary

Department (opt.): \_\_\_\_\_

DATE(S): 6/28/26 - 7/1/26

ACTIVITY/EVENT: 2026 AVID Summer Institute

LOCATION: San Diego, CA

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>\$1,099.00</u>		<u>140.26.100.2210.6360.118.0000</u>
	<u>\$1,099.00</u>		<u>140.26.100.2579.6360.118.0000</u>
Transportation	<u>\$750.00</u>	Mode <u>Airplane/Uber/Parking</u>	<u>140.26.100.2210.6582.118.0000</u>
	<u>\$750.00</u>	Mode <u>Airplane/Uber/Parking</u>	<u>140.26.100.2579.6582.118.0000</u>
Rental Car	<u>0</u>		_____
Meals	<u>\$266.00</u>		<u>140.26.100.2210.6582.118.0000</u>
	<u>\$266.00</u>		<u>140.26.100.2579.6582.118.0000</u>
Lodging	<u>\$1,050.00</u>		<u>140.26.100.2210.6582.118.0000</u>
	<u>\$1,050.00</u>		<u>140.26.100.2579.6582.118.0000</u>
Substitutes	<u>0</u>		_____
<b>TOTAL</b>	<b><u>\$6,330.00</u></b>		

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

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

Purpose of travel: To participate in AVID Summer Institute professional development.

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation and learn valuable best practice strategies to ensure rigorous implementation toward AVID district-wide.

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

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

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

Submitted by: [Signature] 1/22/26  
Signature Date

[Signature] 1/22/26  
Principal/Supervisor Date

[Signature] 1/22/26  
Associate Superintendent/Supervisor Date

**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): Brooke Wood Christina Garcia Seminario SCHOOL: Painted Sky Elementary

Department (opt.): \_\_\_\_\_

DATE(S): 6/28/26 - 7/1/26

ACTIVITY/EVENT: 2026 AVID Summer Institute

LOCATION: San Diego, CA

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>\$2,198.00</u>	<u>140.26.100.2210.6360.114.0000</u>
Transportation	<u>\$1,500.00</u>	Mode <u>Airplane/Uber/Parking</u> <u>140.26.100.2210.6582.114.0000</u>
Rental Car	<u>0</u>	_____
Meals	<u>\$532.00</u>	<u>140.26.100.2210.6582.114.0000</u>
Lodging	<u>\$1,050.00</u>	<u>140.26.100.2210.6582.114.0000</u>
Substitutes	<u>0</u>	_____
<b>TOTAL</b>	<b><u>\$5,280.00</u></b>	

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

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

Purpose of travel: To participate in AVID Summer Institute professional development.

Outcomes and academic benefits to students and staff: Participants will strengthen their understanding of AVID implementation and learn valuable best practice strategies to ensure rigorous implementation toward AVID district-wide.

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

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

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

Submitted by: [Signature] 1/22/26  
Signature Date

[Signature] 1/22/26  
Principal/Supervisor Date

[Signature] 1/22/26  
Associate Superintendent/Supervisor Date

**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): Tassi Call \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: School / Site  
 Department (opt.): Office of Learning and Instruction  
 DATE(S): February 19-21, 2026

ACTIVITY/EVENT: Childcare Supply Network National Showcase

LOCATION: Washington, D.C.

ABSENCE: # Days 3 Sub Required:  Yes  No # of School Days Missed 2

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	_____		<u>paid by NACo</u>
Transportation	_____	Mode _____	<u>paid by NACo</u>
Meals	_____		<u>paid by NACo</u>
Lodging	_____		<u>paid by NACo</u>
Substitutes	_____		_____
TOTAL	_____		

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

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

Purpose of travel: To attend Childcare Supply Network National Showcase

Outcomes and academic benefits to students and staff: Learn more about the economic and social transformation of improving local childcare supply, accessibility and affordability. Collaborate with other leaders regarding resources and outline strategies to effectively and sustainably build childcare.

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

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

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

Submitted by: Mary Thatcher \_\_\_\_\_ 1/22/26  
 Signature Date  
M. Marshall \_\_\_\_\_ 1/22/26  
 Principal/Supervisor Date  
Todd A. Jagger \_\_\_\_\_  
 Associate Superintendent/Supervisor Date

**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): Michelle Valenzuela \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: District Office  
 Department (opt.): Communications Department  
 DATE(S): 07/17/26-07/23/26

ACTIVITY/EVENT: National School Public Relations Association National Seminar

LOCATION: New Orleans, LA

ABSENCE: # Days 6 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>\$845.00</u>		<u>001.00.100.2579.6360.503.0000</u>
Transportation	<u>\$1000.00</u>	Mode <u>Air</u>	<u>001.00.100.2579.6582.503.0000</u>
Rental Car	_____		
Meals	<u>\$350.00</u>		<u>001.00.100.2579.6582.503.0000</u>
Lodging	<u>\$1250.00</u>		<u>001.00.100.2579.6582.503.0000</u>
<b>TOTAL</b>	<b><u>\$2942.00</u></b>		

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

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

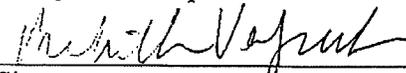
Purpose of travel: Attend the National School Public Relations Association 2026 National Seminar

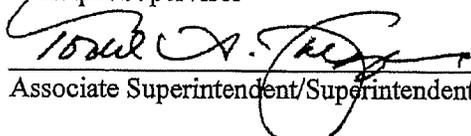
Outcomes and academic benefits to students and staff: Networking with other public relation professionals as well as opportunities to learn about current communication strategies needed to advocate for our schools.

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                  |
| <input checked="" type="checkbox"/> Collaboration | <input checked="" type="checkbox"/> Communication   | <input checked="" type="checkbox"/> Creative Thinking |
| <input type="checkbox"/> Critical Thinking        | <input checked="" type="checkbox"/> Problem-Solving |   |

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

Submitted by:  11/21/26  
 Signature Date

\_\_\_\_\_  
 Principal/Supervisor Date  
 01.21.26  
 Associate Superintendent/Superintendent Date

**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): Jean Gowen \_\_\_\_\_

SCHOOL: IRHS

Department (opt.): CTE

DATE(S): 7/14/26-7/16/26

ACTIVITY/EVENT: C-CAP National Teacher Conference

LOCATION: Fritz Knoebel School of Hospitality Management, 2101 S. University Blvd. Denver, CO 8028-8921

ABSENCE: # Days 3 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>
Registration	<u>\$900.00</u>	<u>260.26.320.2210.6360.280.0000</u>
Transportation	<u>\$800.00</u> Mode _____	<u>260.26.320.2210.6582.280.0000</u>
Rental Car	<u>N/A</u>	_____
Meals	<u>\$37.00</u>	<u>260.26.320.2210.6582.280.0000</u>
Lodging	<u>included in registration</u>	_____
Substitutes	<u>N/A</u>	_____
<b>TOTAL</b>	<b><u>\$1,737.00</u></b>	

(Note: Tax credit contributions are District funds and require a budget code.)

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

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

Purpose of travel: To network with culinary arts educators nationwide.

Outcomes and academic benefits to students and staff: Learn new skills and ideas to be able to inspire the next generation of food and hospitality leaders.

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

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

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

Submitted by: Jean Gowen \_\_\_\_\_ 1/23/26  
 Signature Date

\_\_\_\_\_  
 Principal/Supervisor CE Director \_\_\_\_\_ 1/23/26  
 Date

\_\_\_\_\_  
 Associate Superintendent/Superintendent \_\_\_\_\_ 1/23/26  
 Date

**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): Todd Jaeger \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: District Office  
 Department (opt.): Superintendent's Office  
 DATE(S): 07/17/26-07/23/26

ACTIVITY/EVENT: National School Public Relations Association National Seminar

LOCATION: New Orleans, LA

ABSENCE: # Days 6 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>
			<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>
Registration	<u>\$845.00</u>		<u>140.26.100.2320.6360.501.0000</u>
Transportation	<u>\$1000.00</u>	Mode <u>Air</u>	<u>140.26.100.2320.6582.501.0000</u>
Rental Car	_____		
Meals	<u>\$297.00</u>		<u>140.26.100.2320.6582.501.0000</u>
Lodging	<u>\$1200.00</u>		<u>140.26.100.2320.6582.501.0000</u>
<b>TOTAL</b>	<b><u>\$2942.00</u></b>		

The District will  (or) will not  receive reimbursement from outside sources.  
 \* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel: Attend the National School Public Relations Association 2026 National Seminar

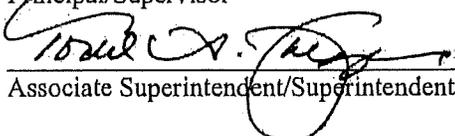
Outcomes and academic benefits to students and staff: Presenting Pre-Session Module and Networking with other public relation professionals as well as opportunities to learn about current communication strategies needed to advocate for our schools.

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                  |
| <input checked="" type="checkbox"/> Collaboration | <input checked="" type="checkbox"/> Communication   | <input checked="" type="checkbox"/> Creative Thinking |
| <input type="checkbox"/> Critical Thinking        | <input checked="" type="checkbox"/> Problem-Solving |   |

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

Submitted by: \_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Principal/Supervisor Date  
  
 Associate Superintendent/Supervisor Date 01.12.26