



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

DATE OF MEETING: September 18, 2012

TITLE: Addendum to Approval of Out of State Travel

BACKGROUND:

STAFF

Patrick Nelson from the District Offices requests permission to attend The Education Trust 2012 National Conference in Washington, D.C., November 7-10, 2012. Approximate cost of the travel is \$1,961 and will be paid for by federal funds designated for staff development.

**BUDGET
CODE
KEY**

140-12-100-2210-510-6360	Title II	Staff development, Wetmore, staff registration
140-12-100-2210-510-6582	Title II	Staff development, Wetmore, staff travel

INITIATED BY:

Monica Nelson

Monica Nelson, Associate Superintendent

Date: September 18, 2012

Patrick Nelson

Patrick Nelson, 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): Patrick Nelson

SCHOOL: District Offices

Department (opt.): Superintendent

DATE(S): November 7-10, 2012

ACTIVITY/EVENT: The Education Trust 2012 National Conference

LOCATION: Washington, D.C.

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>375.00</u>		<u>140.12.100.2210.510.6360</u>
Transportation	<u>450.00</u>	Mode <u>air/taxi</u>	<u>140.12.100.2210.510.6582</u>
Rental Car	<u> </u>		
Meals	<u>236.00</u>		<u>140.12.100.2210.510.6582</u>
Lodging	<u>900.00</u>		<u>140.12.100.2210.510.6582</u>
Substitutes	<u> </u>		<u> </u>
TOTAL	<u>1,961.00</u>		

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

Purpose of travel: To attend The Education Trust 2012 National Conference.

Outcomes and academic benefits to students and staff:

Submitted by:

Signature

9/18/12

Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

9/18/12

Date