

AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST

Attach supporting documentation as needed

ORIGINAL SUBMISSION

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL

SCHOOL: **Cross Middle**

ESTIMATED NUMBER OF STUDENTS: **6**

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Cross Middle School Odyssey of the Mind**

STAFF ADVISOR(S)/CHAPERONES: **Lisa DaDeppo, Advisor; Elisabeth Benavidez, Leann Calvin, Julie Eblen, Leslie Ferre, Christine Jaeger, & Todd Jaeger**

ABSENCE: # Days **6** Sub Required: Yes No # of School Days Missed **0**

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Odyssey of the Mind World Finals**

DESTINATION OF TRAVEL: **Ames, Iowa**

DATES OF TRAVEL: **May 24, 2016 – May 29, 2016**

ACADEMIC BENEFITS TO STUDENTS: **Students will gain more experience in engineering and refining a structure for maximum structural integrity. They will also work on their speaking and presenting skills. In addition, the students will be able to watch other teams perform.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other **American Airlines flight, shuttle bus between airport and ISU campus, public transportation while in Ames**

Are expenses paid from any of the following accounts? Auxiliary Tax Credits Club Funds _____
Parent Organization

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

rev. 9/1/15

	APPROX. COST	BUDGET CODE
Registration	<u>\$4,305.00</u>	<u>525-00-100-1001-167-6892</u> <u>526-00-100-1001-167-6892</u>
Transportation	<u>\$4,331.80</u>	<u>525-00-100-1001-167-6519</u> <u>526-00-100-1001-167-6519</u>
Meals	<u>included</u>	_____
Lodging	<u>included</u>	_____
Substitutes	<u>N/A</u>	_____
TOTAL	<u>\$8,636.80</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **No**
 IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? **Staff/Advisor travel, lodging and meal expenses are part of the total packet. Parent chaperones will pay all expenses on their own.**

COST TO EACH STUDENT \$ **1,440.00**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **District contribution (\$750 per student), Tax Credit Donations, Fundraising activities throughout the year, Student Council, & PTO.**

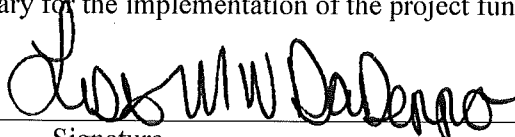
FUNDING SOURCE(S): **District contribution (\$750 per student), Tax Credit Donations, Fundraising activities throughout the year, Student Council, & PTO**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Snack bar sales at after school athletic events, letter writing campaign for donations

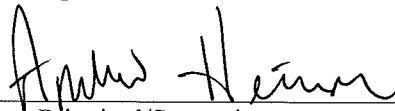
The travel is necessary for the implementation of the project funding the travel.

SUBMITTED BY:


Signature

4/21/16
Date

APPROVED BY:


Principal/Supervisor

4-21-16
Date


Associate Superintendent/Supintendent

4/24/16
Date

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SCHOOL: Mesa Verde

ESTIMATED NUMBER OF STUDENTS: 5

NAME OF SCHOOL GROUP/CLUB/ENTITY: Mesa Verde Odyssey of the Mind

STAFF ADVISOR(S)/CHAPERONES: Jennifer Martinez (Coach), Molly Mikles, Rachel Oldaker, Karen Douglas, Jacob McGhee and Brittney Araiza.

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: World Finals Odyssey of the Mind Tournament

DESTINATION OF TRAVEL: Ames, Iowa - Iowa State University

DATES OF TRAVEL: May 24-29 2016

ACADEMIC BENEFITS TO STUDENTS: Students will participate on a global level in creative problem solving competition which meets Arizona 21st Century and NAGC standards.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Airlines and ground transportation

Are expenses paid from any of the following accounts? Auxiliary Tax Credits Club Funds
Parent Organization

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$400.00</u>	<u>526-00-100-1001-116-6892</u>
Transportation	<u>\$4300.00</u>	<u>525/526/530/001-00-100-1001-116/520-6519</u>
Meals	_____	_____
Lodging	<u>\$6765.00</u>	<u>525/526/530/001-00-100-1001-116/520-6892</u>

Substitutes _____
TOTAL \$11465.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? Chaperones are responsible for all their expenses.

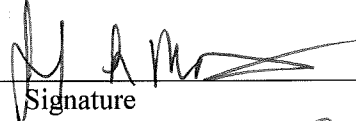
COST TO EACH STUDENT \$ 500.00

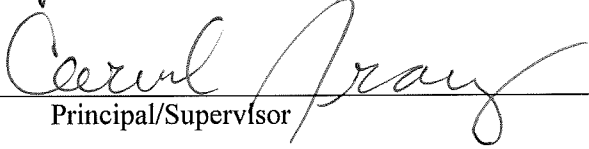
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax Credit, Auxiliary, Gifts and Donations, Community Donations, Fundraising, PTO.


FUNDING SOURCE(S): Tax Credit, Fundraising, Gifts and Donations.

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Bake sales, Tax credit donation drive and writing donation request letters to businesses.

SUBMITTED BY:  4/20/16
Signature Date

APPROVED BY:  4/20/16
Principal/Supervisor Date

 4/26/16
Associate Superintendent/Superintendent Date

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SCHOOL: **IRHS**

ESTIMATED NUMBER OF STUDENTS: 12

NAME OF SCHOOL GROUP/CLUB/ENTITY: **IRHS Girls Basketball**

STAFF ADVISOR(S)/CHAPERONES: **Holly Broberg, and Mackenzie Greer**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **We will be attending University of San Diego team camp to compete against other teams from across the Pacific Coast in a 3 day event. This event includes a campus visit, meeting with the USD coaching staff, and various basketball competitions.**

DESTINATION OF TRAVEL: **University of San Diego, San Diego, CA.**

DATES OF TRAVEL: **June 23-26, 2016**

ACADEMIC BENEFITS TO STUDENTS: **Students will have the opportunity to spend 4 days on campus at USD. As a coaching staff, we discuss the entrance requirements to attend USD as well as visit various places around campus. We will also attend a meeting with the USD coaching staff regarding their basketball program. This is a positive experience that exposes our girls to college options for them.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other **Van rentals from a local rental company**

Are expenses paid from any of the following accounts? Auxiliary _____ Tax Credits Club Funds
Parent Organization

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$525</u>	<u>526-00-100-1001-280-6892</u>
Transportation	<u>\$800</u>	<u>526-00-100-1001-280-6519</u>
Meals	<u>\$900</u>	<u>Self Pay</u>

Lodging	<u>\$1,975</u>	<u>Self Pay</u>
Substitutes	<u>N/A</u>	_____
TOTAL	<u>\$4200</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? N/A
 IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? Parent organization/boosters

COST TO EACH STUDENT \$ apx. \$200

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Full and partial scholarships are available through the booster club.

FUNDING SOURCE(S): Booster club, tax credit account, club account

FUNDRAISING ACTIVITIES PLANNED (If applicable):
IRHS GBB Summer Camp Registration

SUBMITTED BY: Holly [Signature] 4/14/16
 Signature Date

APPROVED BY: Natalie Burnett 4/14/16
 Principal/Supervisor Date

[Signature] 4/22/16
 Associate Superintendent/Superintendent Date

AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST

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SCHOOL: IRHS

ESTIMATED NUMBER OF STUDENTS: 4

NAME OF SCHOOL GROUP/CLUB/ENTITY: IRHS HOSA

STAFF ADVISOR(S)/CHAPERONES: Daniel Semenick, Carolyn Zeiher

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: HOSA National Leadership Conference/Competition

DESTINATION OF TRAVEL: Nashville, TN

DATES OF TRAVEL: June 22-27, 2016

ACADEMIC BENEFITS TO STUDENTS: HOSA NLC is geared towards preparing future health professionals.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Air

Are expenses paid from any of the following accounts? Auxiliary _____ Tax Credits Club Funds
Parent Organization _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$110.00</u> <u>\$550.00</u>	<u>596-75-270-2190-280-6360</u> <u>526/850-00-100-1001-280-6892</u>
Transportation	<u>\$550.00</u> <u>\$2,200.00</u>	<u>596-75-270-2190-280-6582</u> <u>526/850-00-100-1001-280-6519</u>
Meals	<u>\$385.00</u> _____	<u>596-75-270-2190-280-6582</u> _____
Lodging	<u>\$1,074.00</u> <u>\$2,148.00</u>	<u>596-75-270-2190-280-6582</u> <u>526/850-00-100-1001-280-6892</u>
Substitutes	_____	_____

TOTAL

\$7,017.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **No**
IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? **CTE/JTED**

COST TO EACH STUDENT \$ **950.00**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Club funds**

FUNDING SOURCE(S): **CTE/JTED, Tax credit, Club funds**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY: _____

Signature

Date

APPROVED BY: _____

Patricia Greenley
Principal/Supervisor

4/25/16
Date

Monica Nelson
Associate Superintendent/Superintendent

4/26/16
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): David Martinez

SCHOOL: District Offices
 Department (opt.): Interscholastics
 DATE(S): June 13 - 16, 2016

ACTIVITY/EVENT: Athletic Equipment Managers Association Annual Convention

LOCATION: Las Vegas, NV

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>\$175.00</u>	<u>001.00.620.2579.512.6360</u>
Transportation	_____ Mode _____	_____
Rental Car	<u>\$229.64</u>	<u>001.00.620.2579.512.6582</u>
Meals	<u>\$216.00</u>	<u>001.00.620.2579.512.6582</u>
Lodging	<u>\$368.00</u>	<u>001.00.620.2579.512.6582</u>
Substitutes	_____	_____
TOTAL	<u>\$988.64</u>	

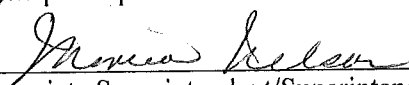
The District will (or) will not receive reimbursement from outside sources.

Purpose of travel: To attend the AEMA annual convention. Will be receiving CEU's to maintain safety certification.

Outcomes and academic benefits to students and staff: To maintain safety certification to include the proper fitting of shoulder pads and helmets for football players and stay up-to-date on safety equipment and safety issues for all sports played in the district.

Submitted by:  4/21/16
 Signature Date

 4/21/16
 Principal/Supervisor Date

 4/20/16
 Associate Superintendent/Supervisor Date

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EMPLOYEE(S): Kathy Stegen _____

SCHOOL: CDO
 Department (opt.): _____
 DATE(S): June 20-23, 2016

ACTIVITY/EVENT: AP Workshop - Economics

LOCATION: El Paso, TX

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>\$585.00</u>	<u>525-00-100-2210-282-6360</u>
Transportation	<u>\$350.00</u>	Mode <u>personal car</u> <u>525-00-100-2210-282-6582</u>
Rental Car	_____	_____
Meals	<u>\$196.00</u>	<u>525-00-100-2210-282-6582</u>
Lodging	<u>\$700.00</u>	<u>525-00-100-2210-282-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$1831.00</u>	

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

Purpose of travel: Teacher will attend the AP Conference to be trained to teach AP Economics.

Outcomes and academic benefits to students and staff: Teacher needs AP training to teach AP Economics.

Submitted by: Katharine R Stegen _____ 4-20-16
 Signature Date
Paul Durkin _____ 4/21/16
 Principal/Supervisor Date
Monica Nelson _____ 4/20/16
 Associate Superintendent/Superintendent Date