

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): Dr. Roseanne Lopez _____ SCHOOL: District Offices
Adrian Hannah Chris Gutierrez Department (opt.): School Operations
Michael McConnell _____ DATE(S): July 9-13, 2013

ACTIVITY/EVENT: National Association of Elementary School Principals (NAESP)

LOCATION: Baltimore, MD

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$1,912.00</u>	<u>140.13.100.2210.514.6360</u>
Transportation	<u>\$2,060.00</u> Mode: Air	<u>140.13.100.2210.514.6582</u>
Rental Car	_____	_____
Meals	<u>\$400.00</u>	<u>140.13.100.2210.514.6582</u>
Lodging	<u>\$2,148.00</u>	<u>140.13.100.2210.514.6582</u>
Substitutes	_____	_____
TOTAL	<u>\$6,520.00</u>	


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

Purpose of travel: National Association of Elementary School Principals (NAESP) National Conference of the Year, Best Practices for Better Schools.

Outcomes and academic benefits to students and staff: Sessions address solutions to: Teacher recruitment and retention. Integration of the new Common Core Standards. Leading school change and improving student learning.

Submitted by:  3/28/2013
Signature Date

Principal/Supervisor Date

 4/1/13
Associate Superintendent/Supervisor Date