

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 Offices

Department (opt.): Legal

DATE(S): July 7-11, 2012

ACTIVITY/EVENT: National School Public Relations Association Seminar

LOCATION: Chicago, Illinois

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>745.00</u>	<u>001001002579505 6360</u>
Transportation	<u>650.00</u> Mode <u>air/taxi</u>	<u>001001002579505 6582</u>
Rental Car	<u>175.00</u>	<u>001001002579505 6582</u>
Meals	<u>295.00</u>	<u>001001002579505 6582</u>
Lodging	<u>1000.00</u>	<u>001001002579505 6582</u>
Substitutes	<u> </u>	<u> </u>
TOTAL	<u>2865.00</u>	

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

Purpose of travel: To attend the NSPRA Seminar

Outcomes and academic benefits to students and staff:

Submitted by: Todd Jaeger

Signature

5.23.12

Date

Principal/Supervisor

Date

Patrick Nelson
Associate Superintendent/Superintendent

5.23.12
Date

**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: IRHS

ESTIMATED NUMBER OF STUDENTS: 20

NAME OF SCHOOL GROUP/CLUB/ENTITY: IRHS Wrestling Club

STAFF ADVISOR(S)/CHAPERONES: Tim Berrier, Jeff Hannan, Paul Vasquez

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: AAU Grand Nationals

DESTINATION OF TRAVEL: Santa Fe, NM

DATES OF TRAVEL: June 5-10, 2012

ACADEMIC BENEFITS TO STUDENTS: The students will develop self confidence by competing against students from across the U.S. in wrestling.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Van Rental

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	_____	_____
Transportation	<u>\$1,000.00</u>	<u>526/850-00-100-3400-280-6519</u>
Meals	<u>\$300.00</u>	<u>526/850-00-100-3400-280-6892</u>
Lodging	<u>\$1,282.00</u>	<u>526/850-00-100-3400-280-6892</u>
Substitutes	_____	_____
TOTAL	<u>\$2,582.00</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? self paid

COST TO EACH STUDENT \$ 0

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

FUNDING SOURCE(S): Tax credit and club funds

FUNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY: _____

Signature

4/9/12
Date

APPROVED BY: _____

Principal/Supervisor

Date

Patrick Nelson
Associate Superintendent/Superintendent

5-16-12
Date

**AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST**

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ORIGINAL SUBMISSION

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COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL**

SCHOOL: IRHS

ESTIMATED NUMBER OF STUDENTS: 20

NAME OF SCHOOL GROUP/CLUB/ENTITY: IRHS Wrestling Club

STAFF ADVISOR(S)/CHAPERONES: Tim Berrier, Jeff Hannan, Paul Vasquez

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Arbor View Summer Duals

DESTINATION OF TRAVEL: Las Vegas, NV

DATES OF TRAVEL: June 11-14, 2012

ACADEMIC BENEFITS TO STUDENTS: The students will develop self confidence by competing
against students from across the U.S. in wrestling.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Van Rental

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>\$350.00</u>	<u>526/850-00-100-3400-280-6892</u>
Transportation	<u>\$982.00</u>	<u>526/850-00-100-3400-280-6519</u>
Meals	<u>\$300.00</u>	<u>526/850-00-100-3400-280-6892</u>
Lodging	<u>\$1,000.00</u>	<u>526/850-00-100-3400-280-6892</u>
Substitutes	_____	_____
TOTAL	<u>\$2,632.00</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? self paid

COST TO EACH STUDENT \$ 0

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

FUNDING SOURCE(S): Tax credit and club funds

FUNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY: _____

Signature

Date

APPROVED BY: _____

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date

**AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST**

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ORIGINAL SUBMISSION

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

SCHOOL: **AHS**

ESTIMATED NUMBER OF STUDENTS: 14

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Boys Basketball**

STAFF ADVISOR(S)/CHAPERONES: **Ben Hurley, Ryan Montijo, Rene Campillo, Nate Benham**

ABSENCE: # Days 3 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Point Loma University Tournament - Varsity
Basketball Tournament/Competition**

DESTINATION OF TRAVEL: **Point Loma University/ San Diego, CA.**

DATES OF TRAVEL: **6/14/2012 - 6/17/2012**

ACADEMIC BENEFITS TO STUDENTS: **Extra-curricular**

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other **Rental Vans**

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>325.00</u>	<u>850-00-620-3400-281-6892</u>
Transportation	<u>1200.00</u>	<u>850-00-620-3400-281-6519</u>
Meals	<u>600.00</u>	<u>850-00-620-3400-281-6892</u>
Lodging	<u>1700.00</u>	<u>850-00-620-3400-281-6892</u>
Substitutes	_____	_____
TOTAL	<u>3825.00</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? Club account

COST TO EACH STUDENT \$ 150.00

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

FUNDING SOURCE(S): Summer Sponsors, FT fundraiser

FUNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY: Ben Hurley
Signature

5/15/12
Date

APPROVED BY: [Signature]
Principal/Supervisor

5/15/12
Date

Patricia Nelson
Associate Superintendent/Superintendent

5-22-12
Date

**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: AHS

ESTIMATED NUMBER OF STUDENTS: 4 (2 student registrations are paid for by scholarship through Jostens)

NAME OF SCHOOL GROUP/CLUB/ENTITY: AHS

STAFF ADVISOR(S)/CHAPERONES: Gonzalez/Fields

ABSENCE: # Days 3 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Josten's Yearbook Camp

DESTINATION OF TRAVEL: San Diego University, CA

DATES OF TRAVEL: 07/30/12-08/01/12

ACADEMIC BENEFITS TO STUDENTS: Students will have the opportunity to take workshops related to different aspects of Yearbook duties and plan for the Yearbook. This will help students be prepared to start creating the coming year's Yearbook.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Enterprise Van Rental

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>\$900 Students</u>	<u>525-00-100-3400-281-6892</u>
	<u>\$900 Advisors</u>	<u>400-13-270-2190-281-6892</u>
	<u>\$505.00</u>	<u>400-13-270-2190-281-6515</u>
Transportation	_____	_____
Meals	<u>\$200 students</u>	<u>850-00-100-3400-281-6892</u>
	<u>\$254 Advisors</u>	<u>400-13-270-2190-281-6892</u>
Lodging	<u>Included in registration</u>	_____
Substitutes	_____	_____
TOTAL	<u>\$2,759.00</u>	

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

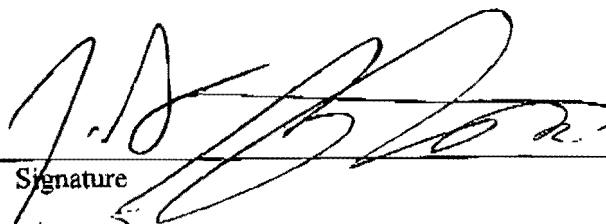
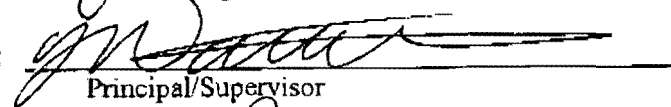
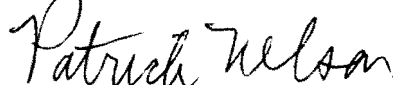
HOW ARE CHAPERONE EXPENSES PAID? Chaperones are provided at the event.

COST TO EACH STUDENT \$ 0, club funds to cover other meals.

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? No cost to students.

FUNDING SOURCE(S): CTE, Yearbook Auxiliary, Yearbook Club

FUNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY:	 Signature	<u>5/22/12</u> <u>5/22/12</u> Date
APPROVED BY:	 Principal/Supervisor	<u>5/22/12</u> Date
	 Associate Superintendent/Superintendent	<u>5-22-12</u> Date

rev. 10/1/07