

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: CDO

ESTIMATED NUMBER OF STUDENTS: 11

NAME OF SCHOOL GROUP/CLUB/ENTITY: Canyon Cagers (Girls Basketball)

STAFF ADVISOR(S)/CHAPERONES: Coaches Kent Senzee & Darrin Pierce & Devina Montierth

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Summer Basketball Tournament

DESTINATION OF TRAVEL: San Diego, California

DATES OF TRAVEL: July 12 - 17, 2017

ACADEMIC BENEFITS TO STUDENTS: Student athletes will bond as a team and learn how to get along with others. They will learn leadership and sportsmanship qualities during their competition with other teams. They should learn how to budget their own money as well.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Coaches and Chaperones will use their personal vehicles

Are expenses paid from any of the following accounts? Auxiliary yes Tax Credits yes Club Funds yes
Parent Organization no

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$550.00</u>	<u>526/850-00-100-1001-282-6892</u>
Transportation	<u>self pay</u>	_____
Meals	<u>self pay</u>	_____
Lodging	<u>\$2470.00</u>	<u>526/850-00-100-1001-282-6892</u>
Substitutes	_____	_____

TOTAL \$3020.00

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

HOW ARE CHAPERONE EXPENSES PAID? no chaperone costs

COST TO EACH STUDENT \$ 120 for food and pocket money

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? This travel is available to all whether they can afford it or not. If they can't there will be fundraisers such as car washes.

FUNDING SOURCE(S): Canyon Cagers

FUNDRAISING ACTIVITIES PLANNED (If applicable):
none

SUBMITTED BY: Kent Senzge
Signature

3-24-17
Date

APPROVED BY: B.T. Menough
Principal/Supervisor

3/24/17
Date

Jamie Wilson
Associate Superintendent/Superintendent

3/29/17
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 5-8, 2017

ACTIVITY/EVENT: Athletic Equipment Managers Association Annual Convention

LOCATION: Atlanta, GA

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	<u>\$700.00</u>	Mode <u>Air/Shuttle</u>	<u>001.00.620.2579.512.6582</u>
Rental Car	_____		_____
Meals	<u>\$204.00</u>		<u>001.00.620.2579.512.6582</u>
Lodging	<u>\$596.25</u>		<u>001.00.620.2579.512.6582</u>
Substitutes	_____		_____
TOTAL	<u>\$1675.25</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:

Signature

Date

Principal/Supervisor

Date

Associate Superintendent/Supervisor

Date

3-24-17

3-24-17

3/28/17

**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): Marcela Arizpuro Teresa Cribbs SCHOOL: District Offices
Ivonne Keyes Virginia Garcia Department (opt.): Food Service
 _____ DATE(S): July 9-13, 2017

ACTIVITY/EVENT: Annual National Conference for (ANC) School Nutrition Association

LOCATION: Atlanta, GA

ABSENCE: # Days 5 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>\$1440.00</u>		<u>510-00-100-3100-526-6360</u>
Transportation	<u>\$2,700.00</u>	Mode <u>air</u>	<u>510-00-100-3100-526-6582</u>
Rental Car	_____		_____
Meals	<u>\$852.00</u>		<u>510-00-100-3100-526-6582</u>
Lodging	<u>\$2,400.00</u>		<u>510-00-100-3100-526-6582</u>
Substitutes	_____		_____
TOTAL	<u>\$7292.00</u>		

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

Purpose of travel: To attend ANC professional growth conference and learn new ways to be compliant with new federal rules and regulations for (NSLP) National School Lunch Program.

Outcomes and academic benefits to students and staff: To meet new standards and regulations for school breakfast and lunch.

Submitted by: _____ 3/10/17
 Signature Date
 _____ 3/22/17
 Principal/Supervisor Date
 _____ 3/22/17
 Associate Superintendent/Supervisor Date

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

EMPLOYEE(S): Erika Vasas _____ SCHOOL: Walker
Karyn Vick-Frantziskonis _____ Department (opt.): _____
TBA TBA DATE(S): July 24-27, 2017

ACTIVITY/EVENT: Advancement Via Individual Determination (AVID) Summer Institute

LOCATION: Denver, CO

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>\$3,040.00</u>	<u>100-17-100-2210-112-6360</u>
Transportation	<u>\$2,000.00</u> Mode <u>Air</u>	<u>100-17-100-2210-112-6582</u>
Rental Car	_____	_____
Meals	<u>\$796.00</u>	<u>100-17-100-2210-112-6582</u>
Lodging	<u>\$1,650.00</u>	<u>100-17-100-2210-112-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$7,486.00</u>	

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

Purpose of travel: Principal and teachers will attend AVID Summer Institute to learn the AVID program in an effort to better prepare students for the rigors of Middle School as well as to help students get on the college bound track.

Outcomes and academic benefits to students and staff: Increase teacher knowledge. Increase student achievement.

Submitted by: [Signature] _____ Date 3-23-17

Principal/Supervisor _____ Date _____
[Signature] _____ Date 3/29/17
 Associate Superintendent/Superintendent _____ Date _____