LYON COUNTY SCHOOL DISTRICT TRAVEL REQUEST

NOTE: See LCSD Board Policy GBCF: Work-Related Travel for all requirements.

Name(s) of Attendees	Will Burngardner						
SCHOOL	Dayton HS						
(Do Not Use	CONFERENCE: Association for Career and Technical Education CareerTech Vision 2025 erence program information and provide website address)						
CITY/STATI	E OF CONFERENCE: Nashville, TN						
DATE OF DE	PARTURE: December 8, 2025 DATE OF RETURN: December 12, 2025						
Training/Tra Needed for or Performance	wel/Conference is (check all that apply): Mandated by the state Mandated by the district ertification/licensing Related to the District Performance Plan Related to our School Plan Related to a specific program/course ✓ Other ✓						
Provide a de	tailed description below of the focus of the conference, and how attending will have a positive						
	mate, culture, and student learning.						
across the cand Technicable to continuous possibly lear	This is the annual career and technical education national conference. In addition to using this conference to further my own professional development, as well as network with other teachers from across the country that teach within my same area, I have now taken on a role within the Engineering and Technical Education division as a member of the policy committee. I feel that it is important to be able to continue to strengthen my understanding of various areas within my disciplines, as well as cossibly learn about anything new that is going to be implemented. Website for conference: https://www.careertechvision.com/2025/						
	3						
	ROVED: Date 6/11/25 Site administrator or supervisor signature Superintendent or designee signature						
District Office Received by D Board Approv	Use Only						

Please ensure that you read and comply with Lyon County School District Policy GBCF: Work-Related Travel when completing this form and submitting for reimbursable items. Properly mark the funding source of the travel.

ESTIMATED EXPENSES

y				_		_						
If funded by a grant or other, specify grant/other name here:												
BUDGET# Registratio Fees:					.580.10000 625	0.00.000 Reg. fee	\$	Total 625	District Office	Grant	School Site	Other
BUDGET# 280.631.0000.300.2213.580.10000.00.000												
Ť	Travel By: Air (Air, district car, private car for personal convenience, etc.)											
BUDGET# 280.631.0000.300.2213.580.10000.000												
Lodging:	Room rate	\$	269.86	X	4	nights	\$	1079.43		1		
(Use GSA ratings for lodging and meals www.gsa.gov ATTENDEE WILL OWE DIFFERENCE if applicable) lodging receipts must be obtained and sent to District Office upon return.												
Meals:	Breakfast	\$	22	x	4	days	\$	88		1		
	Lunch	\$	23	x	5	days	\$	115		1		
	Dinner	\$	36	v	4	days	\$	144		1		

days

25

725

200

3497.79

**FAILURE TO COMPLETE ANY PART OF THIS FORM WILL RESULT IN THE FORM BEING RETURNED AND/OR TRAVEL DENIED.

x4

x5

TOTAL EXPENSES

 $x $145_{\text{/day}}$

36

Incidental \$

of Days

Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)

Other Miscellaneous expenses: (attach explanation)

Substitutes:

Conference Information

Conference Dates & Times: December 9-12, 2025
Name of where conference/training is being held (i.e. Hotel, School, College, Convention Center): Gaylord Opryland Resort & Convention Center

Airline Information

Note: Conference registration and travel arrangements will only be made after school board approval. Only airfare, lodging, and conference registration are eligible for payment prior to traveling. All other expenses will be reimbursed after travel per LCSD Policy GBCF: Work-Related Travel.

Attach your preferred and most economical flight schedule (i.e. Southwest, Delta, United, etc.)

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Date & Time you wish to DEPART: December 8
Date & Time you wish to RETURN: December 12
List any special notes here: Southwest Rapid Rewards Number: 124184325
Are you renting a car? Yes No How many days?
Note: Car insurance should be declined as the district insurance provides adequate coverage.
<u>Lodging Information</u>
Note: Lodging must be made by Attendee or Site for purchase order payments only. No district office credit card charges.
All travelers agree to share lodging as GSA (Per Diem Rate): Appropriate? Yes No
Register under what name(s)? Will Bumgardner
Name, Address, Phone number of
lodging establishment: Gaylord Opryland Resort & Convention Center 2800 Opryland Dr. Nashville, TN 37214 (615) 889-1000
DEADLINE DATE: No official date. Code Information: https://owk.passdoy.com/gt/ZZVZ318867gtdd=800618477522d53ccd401bc1fccd58d583

NOTE: Please furnish a copy of any information you have on the conference, workshop, training, etc. Please email travel request with SIGNATURES to Superintendent's office for approval.



SCHEDULE AT-A-GLANCE

#VISIONCTE25

Monday, December 8

Noon – 6:00 p.m. Registration

Tuesday, December 9

7:00 a.m.– 6:00 p.m. Registration 7:00 a.m.– 6:00 p.m. ShopACTE

Dates and Times TBD

Region Policy and Business Meetings

Please see app

Division Policy and Business Meetings
Dates and Times TBD

Please see app

Companion Events

IVETA North America Regional Conference

LAPSEN National Conference

The National Association of Agricultural Educators Convention

Workshops & Tours – <u>Click here</u> for the complete listing!

4:00 – 5:00 p.m. Division Social Gatherings

7:00 – 9:00 p.m. ACTE Awards Gala, Grand Hyatt

Wednesday, December 10

7:00 a.m.– 4:00 p.m. Registration

7:00 – 8:00 a.m. First–time Attendee Orientation

8:15 – 9:45 a.m. Opening General Session: Amanda Brickman

10:00 a.m. – 5:00 p.m. CareerTech Expo (Dedicated Expo time 10:00-11:45 a.m.)

10:00 a.m. – 4:00 p.m. CareerTech Expo Workshops

5/30/25, 11:21 AM Schedule At-A-Glance

Monday, December 8

10:00 – 11:00 a.m. Assembly of Delegates

Opening ACTE Division Sessions 11:45 a.m.–12:45 p.m.

Please see app

1:00 – 1:45 p.m. Concurrent Sessions*

2:00 – 2:45 p.m. Concurrent Sessions

3:00 – 3:45 p.m. Concurrent Sessions

4:00 – 4:45 p.m. Concurrent Sessions

Thursday, December 11

7:00 a.m. – Noon Registration

8:00 – 9:00 a.m. Mega Sessions

Please see app

9:00 a.m. – 3:00 p.m. CareerTech Expo (Dedicated Expo time 11:45 a.m.–1:00 p.m.)

9:00 – 10:15 a.m. Meet the ACTE Candidates at ACTE Booth in Expo, Exposition Hall

9:00 a.m. – 3:00 p.m. CareerTech Expo Workshops

10:00 – 10:45 a.m. Concurrent Sessions

11:00 –11:45 a.m. Concurrent Sessions

1:00 – 1:45 p.m. Concurrent Sessions

2:00 – 2:45 p.m. Concurrent Sessions

3:00 – 3:45 p.m. Concurrent Sessions

4:00 – 4:45 p.m. Concurrent Sessions

6:00 – 8:00 p.m. Young Professionals Networking Reception

7:00 – 9:00 p.m. President's Reception

Friday, December 12

8:00 – 9:00 a.m. State Association Leadership Breakfast

8:30 – 9:15 a.m. Concurrent Sessions

9:30–10:15 a.m. Concurrent Sessions

10:30 a.m. – Noon Closing General Session

A Special Thanks to Our Sponsors









5/30/25, 11:00 AM Enter guest info



ACTE CareerTech VISION 2025

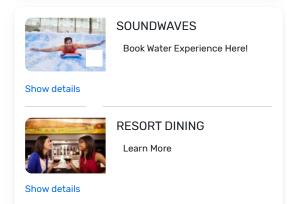
December 9, 2025 - December 12, 2025



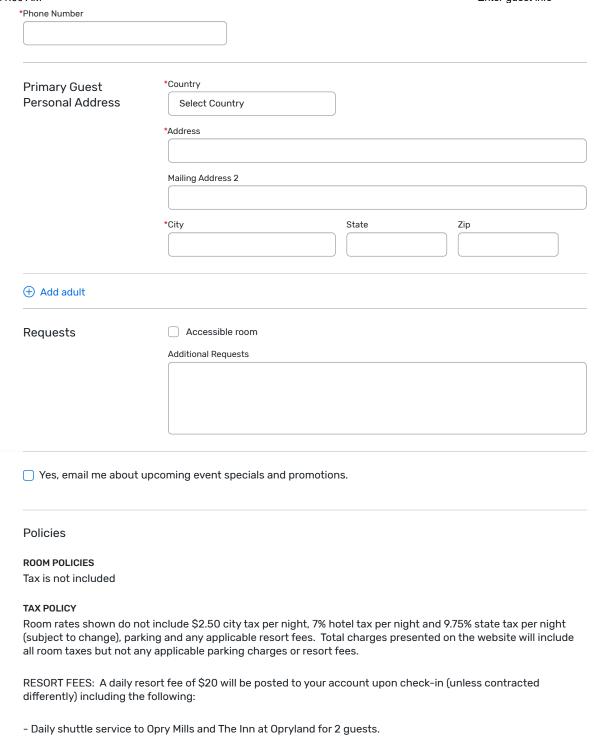
	Guest Information	2 Payment Information	
Guest	Information		

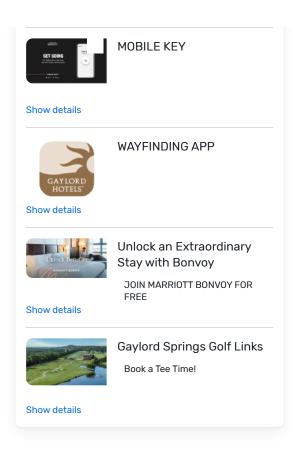
Adults 1	Children O			
Rewards Program	Add your hote	el's rewards program to ge	t all the benefits of your stay.	
	BONVOY.	Rewards name Marriott Bonvoy	Membership number	
Primary Guest	Arrival Date		Departure Date	
•	12/8/25		12/12/25	
	Prefix			
	*First Name		Middle Initial	
	*Last Name		Suffix	
	*Organization		Position/Title	
	*Email		*Confirm Email	

Check-in	Mon, Dec 8, 2025
Checkout	Fri, Dec 12, 2025
Rooms	•
Guests per room	,
GAYLORD OPRYLAND RESORT & CONV	ENTION CENTER
RUN OF HOUSE ROOM 1 adult, 4 nights	USD 916.00
Change rooms	
Subtotal	USD 916.00
TAXES & FEES	
Hotel Tax (7.0% per night)	USD 64.12
City Tax (USD 2.50 per night)	USD 10.00
State Tax (9.75% per night)	USD 89.3
Grand Total	USD 1,079.43
Edit reservation	Next



5/30/25, 11:00 AM Enter guest info





5/30/25, 11:00 AM Enter guest info

- Daily scheduled transportation to Gaylord Springs Golf Links, practice range access and daily bucket of balls for 2 guests (rental club provided; appropriate attire required).
- Daily Resort Wide Internet Access to include: Enhanced in-room wireless Internet Access and Basic Wireless Internet Access in Public Areas and Convention Center on a Shared Network.
- Daily Sunrise Yoga Meditation for 2 guests.

CANCELLATION POLICY

All reservations are charged a one-night room and tax deposit after booking. If you are unable to honor your reservation with us, please cancel -7 days prior to your arrival date or your first night's room and tax deposit will be retained.

CHILD POLICY

Children 11 years or younger will stay free of charge in their parent's room.

Next

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Supported Browsers

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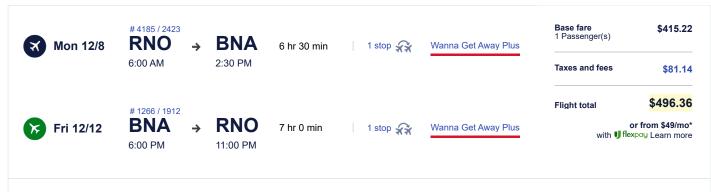




Trip & Price Details

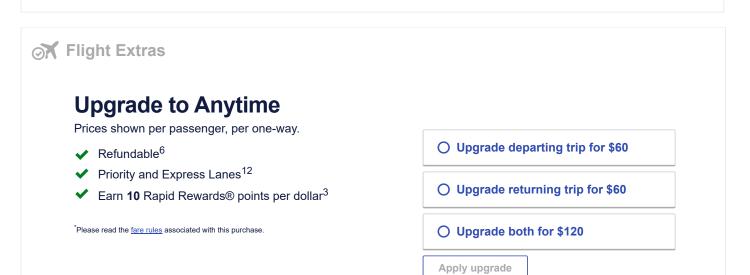






Helpful Information:

- All fares and fare ranges are subject to change until purchased and are per person for each way of travel.
- For more information regarding Cash + Points, visit Southwest.com/rrterms



SUBTOTAL
TAXES & FEES

TRIP TOTAL

\$415.22 \$81.14

\$496.36

Show price breakdown



https://www.southwest.com/air/booking/price.html

William, earn a \$400 statement credit¹

YOU PAY TODAY \$496.36

CREDIT ON YOUR STATEMENT* -\$400.00



FY 2025 per diem rates for Nashville, Tennessee

Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Nashville	Davidson	\$86	\$22	\$23	\$36	<mark>\$5</mark>	\$64.50

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