

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees Ryan Robinson, Les Evasovic, Judith Ellis, Wyndy Jackson

SCHOOL LCSD Transportation

NAME OF CONFERENCE: Nevada Department of Education Pupil Transportation State Meeting
(Do Not Use Acronyms)
(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Henderson, Nevada

DATE OF DEPARTURE: 7/6/2025

DATE OF RETURN: 7/8/2025

Training/Travel/Conference is (check all that apply):
Mandated by the state ☐ Mandated by the district ☐
Needed for certification/licensing ☐ Related to the District Performance Plan ☐ Related to our School ☐
Performance Plan ☐ Related to a specific program/course ☐ Other ☒

Provide a detailed description below of the focus of the conference, and how attending will have a positive impact on climate, culture, and student learning.

The Department of Education's annual State Transportation Meeting brings together representatives from all school districts across Nevada to discuss and review critical updates related to school transportation. Key topics will include changes to school bus driver training requirements, vehicle out-of-service criteria, and updates to relevant federal and state transportation laws. During the meeting, participants will collaboratively review and revise the following documents to ensure they remain accurate, compliant, and reflective of current best practices:

Nevada School Bus Driver Training Manual
Nevada School Bus Minimum Standards Manual
Nevada School Bus Out-of-Service Criteria Manual
Nevada School Bus Driver Certification Test

This meeting serves as an essential forum for maintaining statewide consistency, safety, and regulatory compliance in student transportation.

TRAVEL APPROVED: Date 6/6/2025

TRAVEL APPROVED: Date 6/6/25



Site administrator or supervisor signature



Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 6/6/25

Board Approved: Yes () No ()

Date: 6/6

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

If funded by a grant or other, specify grant/other name here: _____

					District Office	Grant	School Site	Other
BUDGET#	NA							
Registration Fees:	Attendees	X	Reg. fee	\$	0.00			
BUDGET#	100.170.0000.000.2730.580.10000.00.000							
Travel By:	SW Air Lines				\$	1579.84	✓	
(Air, district car, private car for personal convenience, etc.)								
BUDGET#	100.170.0000.000.2730.580.10000.00.000							
Lodging:	Room rate	\$	179.75	X 2 X 2	nights	\$	719.60	✓
(Use GSA ratings for lodging and meals www.gsa.gov ATTENDEE WILL OWE DIFFERENCE if applicable) <u>lodging receipts must be obtained and sent to District Office upon return.</u>								
Meals:	Breakfast	\$	16.00	X 2 X 4	days	\$	128.00	✓
	Lunch	\$	19.00	X 2 X 4	days	\$	152.00	✓
	Dinner	\$	28.00	X 3 X 4	days	\$	336.00	✓
	Incidental	\$	5.00	X 3 X 4	days	\$		✓
Substitutes:	# of Days	0	X	\$ 0	/day		0.00	
Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)					\$	100.00		
Other Miscellaneous expenses: (attach explanation)					\$			
TOTAL EXPENSES					\$	3075.44		

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

Conference Information

Conference Dates & Times: July 7th and 8th 9am - 4pm

Name of where conference/training is being held
(i.e. Hotel, School, College, Convention Center): Clark County School District Transportation South Yard

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.)

Date & Time you wish to DEPART: 7/6/2025 @ 6:20pm

Date & Time you wish to RETURN: 7/8/2025 @ 7:25pm

List any special notes here:

Are you renting a car? ☐ Yes ☒ No How many days? 2

Note: Car insurance should be declined as the district insurance provides adequate coverage.

Lodging Information

Note: Lodging must be made by Attendee or Site for purchase order payments only. No district office credit card charges.

Lodging
GSA (Per Diem Rate): 126.00

All travelers agree to share lodging as appropriate?

☒ Yes ☐ No

Register under what name(s)?

Ryan Robinson / Wyndy Jackson

Name, Address, Phone number of
lodging establishment:

South Point Hotel Casino, 97777 S Las Vegas Blvd, Las Vegas Nevada, 89183/ 866-791-7626

DEADLINE DATE :

Code Information:

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.



Robinson, Ryan <rrobinson@lyoncsd.org>

Annual Transportation Meeting Save the Date

1 message

Jeremy Silva <jeremy.silva@doe.nv.gov>

Thu, Jun 5, 2025 at 3:08 PM

Cc: "Daisy M. Marglin" <daisy.m.marglin@doe.nv.gov>, Rhodora Alonzo <rhodora.alonzo@doe.nv.gov>, LaNesha Battle <lanesha.battle@doe.nv.gov>

Hello all!

Please save the date and join us for our annual transportation meeting. Special thank you to Assistant Superintendent Rideout with Clark County School District for allowing us to be hosted at their bus yard.

What: Annual transportation meeting

When: July 7th - July 8th 9a-4p

Where: [975 Welpman Way](#)
Henderson, NV 89044

Who: Anyone with a stake in pupil transportation is welcome to attend.

Keep an eye out for further information and a sign up link. Save these dates and we hope you can make it.

Please forward this on to anyone you feel would benefit from attendance or may want to attend.

Mr. Jeremy Silva (he/him)

State of Nevada | Department of Education |

Office for a Safe and Respectful Learning Environment

[2080 E. Flamingo Rd., Ste. 210, Las Vegas, NV 89119](#)

T: (702) 486-2357 E: Jeremy.silva@doe.nv.gov

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JUL 6 - 8

RNO → LAS

Trip & Price Details

Price

Passengers

Payment

Confirmation

Flight

Modify

Sun 7/6	# 1672 RNO 6:20 PM	→ LAS 7:45 PM	1 hr 25 min	Nonstop	<u>Wanna Get Away Plus</u>	Base fare 4 Passenger(s) \$1,355.76
						Taxes and fees \$224.08
Tue 7/8	# 2073 LAS 6:00 PM	→ RNO 7:25 PM	1 hr 25 min	Nonstop	<u>Wanna Get Away Plus</u>	Flight total \$1,579.84 <small>or from \$155/mo* with flexpay Learn more</small>

- 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/rterms](#)

Flight Extras

Upgrade to Anytime

Prices shown per passenger, per one-way.

- ✓ Refundable⁶
- ✓ Priority and Express Lanes¹²
- ✓ Earn **10** Rapid Rewards® points per dollar³

*Please read the [fare rules](#) associated with this purchase.

☐ Upgrade departing trip for \$60

☐ Upgrade returning trip for \$60

☐ Upgrade both for \$120

Apply upgrade

SUBTOTAL	\$1,355.76
TAXES & FEES	\$224.08
TRIP TOTAL	\$1,579.84
	Show price breakdown

Don't miss the points!
You'll earn **2 points per \$1** on this flight

with your **Rapid Rewards® Plus Card.**


Not ready to buy yet? [Save this flight for later.](#)


Continue to passengers

By clicking 'Continue', you agree to accept the [fare rules](#) and want to continue with this purchase.

 **Add a Car** Products not confirmed until purchase.

No worries, your flight will remain in your cart while you search for a car.


 Add a car



Book now. Pay later!

From \$37.11*/day in Las Vegas

*Taxes and fees excl. Terms apply.



Book now

PICK-UP LOCATION

Las Vegas, NV

Las Vegas, NV - LAS

PICK-UP DATE

7/06

Sun, Jul 6, 2025

PICK-UP TIME

9:00 PM

RETURN LOCATION

Las Vegas, NV

Las Vegas, NV - LAS

RETURN DATE

7/08

Tue, Jul 8, 2025

RETURN TIME

5:00 PM

RENTAL COMPANY (Optional)

No preference

VEHICLE SIZE (Optional)

No preference

Search

Not ready to buy yet? [Save this flight for later.](#)

Continue to passengers

By clicking 'Continue', you agree to accept the [fare rules](#) and want to continue with this purchase.

No-show policy

If you do not plan to travel on your flight, you must cancel your reservation at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, your reservation will be canceled, and your funds and points may be forfeited. [Learn more.](#)

Fare Benefits

- Basic¹**

Basic fares are non-refundable and non-changeable except as allowed by our 24-hour cancellation policy. Customers may be eligible for a flight credit if canceled at least 10 minutes prior to the flight's original departure time.
- Checked bag²**

Bag fees will apply to Basic, Wanna Get Away Plus®, and Anytime fares booked and ticketed and/or changed on or after May 28, 2025. Business Select® will continue to receive two free checked bags. Rapid Rewards® A-List Preferred members will receive their first and second checked bags for free. A-List members and Rapid Rewards® Credit Cardmembers will only receive their first checked bag for free. Checked bag benefits will not apply on flights booked with a partner carrier. Weight and size limits apply. Additional allowances, benefits, and/or exceptions may apply. [Learn more.](#)



FY 2025 per diem rates for Nevada

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110
Incline Village / Reno / Sparks	Washoe	\$138	\$138	\$138	\$138	\$138	\$138	\$138	\$138	\$138	\$184	\$184	\$138
Las Vegas	Clark	\$126	\$126	\$126	\$159	\$159	\$159	\$126	\$126	\$126	\$126	\$126	\$126



FY 2025 per diem rates for Nevada

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
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00
Incline Village / Reno / Sparks	Washoe	\$80	\$20	\$22	\$33	\$5	\$60.00
Las Vegas	Clark	\$86	\$22	\$23	\$36	\$5	\$64.50



Choose a ride

Pickup: Jul 6, 12:15 PM For me

- UberX** 4
Recommended

\$28.92
- UberXL** 6
Affordable rides for groups up to 6

\$41.57
- Comfort** 4
Newer cars with extra legroom

\$39.14
- Premier SUV** 6
Luxury rides for 6 with highly-rated drivers

\$69.20

Economy

Comfort Electric 4

Add Payment Method

Reserve ride

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Opt out Got it