### 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	s, Wyndy Jackson						
SCHOOL	LCSD Transportation								
(Do Not Use	CONFERENCE: Nevada Acronyms) Nevada erence program information a		cation Pupil Transpor	tation State Meeting					
	E OF CONFERENCE:	Henderson, Ne							
DATE OF DE	EPARTURE: 7/6/20	)25	DATE OF RETURN:	7/8/2025					
_	avel/Conference is (chec tertification/licensing Plan Related to a		rict Performance Plan	Mandated by the district Related to our School					
Provide a de	tailed description belo	w of the focus of the c	onference, and how att	ending will have a positive					
impact on cli	imate, culture, and stud	ent learning.							
from all sch transportatio out-of-service During the resure they Nevada Sch Nevada Sch Nevada Sch	ment of Education's all lool districts across Ne on. Key topics will incl ce criteria, and update meeting, participants way remain accurate, con hool Bus Driver Training thool Bus Minimum Stath hool Bus Out-of-Service hool Bus Driver Certific	evada to discuss and ude changes to school to relevant federal will collaboratively rempliant, and reflective and Manual ce Criteria Manual	review critical updates ool bus driver training and state transportation view and revise the fol	requirements, vehicle on laws. llowing documents to					
This meetin regulatory of	ng serves as an essen compliance in student	tial forum for maintai transportation.	ning statewide consist	tency, safety, and					
IKAVEL APP	PROVED: Date 6/6/2025	0	Site administrator of su	pervisor signature					
TRAVEL APP	PROVED: Date 6/6/6	25	Superintendent or desig	trickalon					
District Office	ro Ilso Onhi								
Received by I		Date: 6/6/25							
Board Approx		Date: Co/Co							

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.

			ESTI	MATED E	XPE	NSES				
If funded b	y a grant o	other, spe	cify grant/o	other nam	e he	Pre:				
BUDGET# Registration Fees:	NA Attend	ees	x	Reg. fee	\$	<u>Total</u> 0.00	District Office	Grant	School Site	Other
Travel By:	SW Air L	ines			- °\$	1579.84	<b>✓</b>			
Lodging:	E if applicab	\$ 179.75 ging and mea	x 2 x 2	nights	- \$ NDE	719.60 E WILL OWE sent to District	<b>✓</b>			
Meals:	Breakfast  Lunch  Dinner  Incidental	\$ 19.00 \$ 28.00	x 2 x 4 x 2 x 4 x 3 x 4 x 3 x 4	days days days days	\$ \$ \$	128.00 152.00 336.00	✓ ✓ ✓			
Substitutes:	# of Days	0	x \$0	/day	\$	0.00				
Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)  Other Miscellaneous expenses: (attach explanation)						100.00				

TOTAL EXPENSES

\$ 3075.44

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

Conference	Informa	ation
COLLECTORICE		M TI VI

	July 7th and 8th 9am - 4pm
Name of where conference/ tra	ining is being held
(i.e. Hotel, School, College, Cor	nvention 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 mos	t 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 declin	ed as the district insurance provides adequate coverage.
<b>Lodging Information</b>	
Note: Lodging must be made by Attencredit card charges.	dee or Site for purchase order payments only. No district office
Lodging GSA (Per Diem Rate): 126.00	All travelers agree to share lodging as appropriate?
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 7<sup>th</sup> - July 8<sup>th</sup> 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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## **Trip & Price Details**

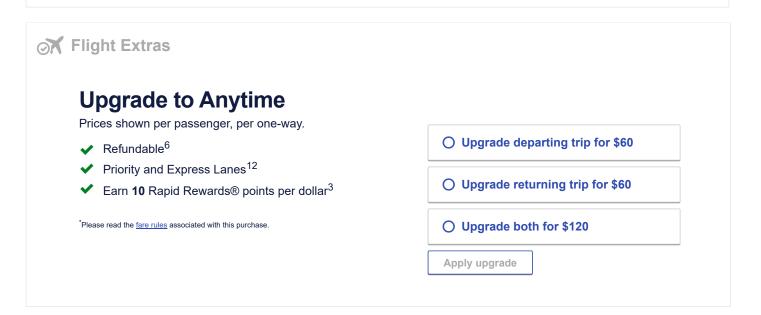






#### **Helpful Information:**

- · 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

\$1,355.76 \$224.08

\$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.

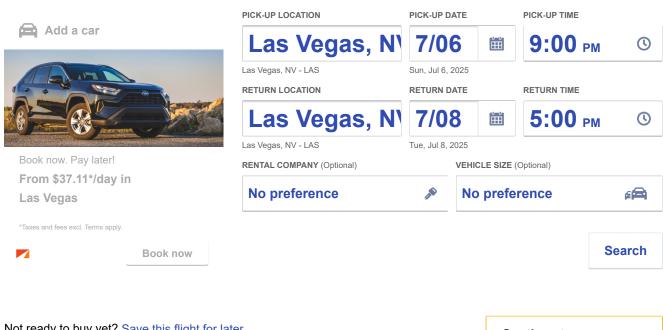
Not ready to buy yet? Save this flight for later.

Continue to passengers

By clicking 'Continue', you agree to accept the fare rules and want to continue with this purchase.



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



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

#### Basic<sup>1</sup>

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 bag<sup>2</sup>

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

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## FY 2025 per diem rates for Nevada

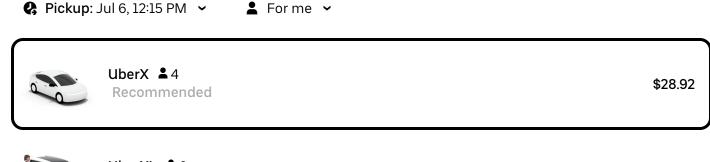
Meals and incidental expenses (M&IE) rates and breakdown

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

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