

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees Kayleen Larkins and Natasha Valiska

SCHOOL District

NAME OF CONFERENCE: National Association for the Education of Homeless Youth and Children
(Do Not Use Acronyms)
(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Dallas Texas

DATE OF DEPARTURE: 11/1/2025

DATE OF RETURN: 11/5/2025

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.

Attendees engage in a wide range of sessions tailored to the diverse needs of homeless students. These sessions include legal updates on the McKinney-Vento Act, strategies for identifying and serving unaccompanied youth, trauma-informed practices, improving school attendance, community partnerships, and removing barriers to extracurricular and academic participation. The conference also includes workshops on data collection and compliance, ensuring districts are effectively monitoring progress and meeting federal requirements. National experts provide current research, legislative insights, and evidence-based strategies to support systems-level change.

Participation in this conference is a required element of the McKinney-Vento Grant, as it ensures staff are properly trained in compliance and best practices to serve our most vulnerable students. The knowledge and expertise gained through attendance are directly aligned with the grant's objectives of providing equitable access to education and ensuring that all children, regardless of housing status, can achieve their full potential.

TRAVEL APPROVED: Date 7/10/25

Kayleen Larkins
Site administrator or supervisor signature

TRAVEL APPROVED: Date 7-10-25

Stacy R. Loop
Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 7/11/25

Board Approved: Yes () No ()

Date: _____

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: Grants

BUDGET# 280.688.0000.000.2500.330.10000.00.000 Total
 Registration Fees: Attendees 2 X \$875.00 Reg. fee \$ 1750

District Office	Grant	School Site	Other
	✓		

BUDGET# 280.688.0000.000.2500.580.10000.00.000
 Travel By: Flights 2 x \$332.00 \$ 664.00
 (Air, district car, private car for personal convenience, etc.)

	✓		
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BUDGET# 280.688.0000.000.2500.580.10000.00.000
 Lodging: Room rate \$ 188.86 X 4 nights \$ 755.44

	✓		
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(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 \$ 20 X 2x2 days \$ 80
 Lunch \$ 22 X 3x2 days \$ 132
 Dinner \$ 33 X 4x2 days \$ 264
 Incidental \$ 5 X 5x2 days \$ 50

	✓		
	✓		
	✓		
	✓		

Substitutes: # of Days X \$ /day

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

Other Miscellaneous expenses: (attach explanation) \$ 3,695.44
 TOTAL EXPENSES

	✓		

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

Conference Information

Conference Dates & Times: 11/2-4/2025 7:15am - 5:00pm

Name of where conference/training is being held
(i.e. Hotel, School, College, Convention Center): Hyatt Regency Dallas 300 Reunion Blvd Dallas, TX 75207 USA

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: 11/1/25 6:00am

Date & Time you wish to RETURN: 11/5/25 2:30pm

List any special notes here:

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

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) : 170

All travelers agree to share lodging as appropriate?

☒ Yes ☐ No

Register under what name(s)?

Kayleen Larkins and Natasha Valiska

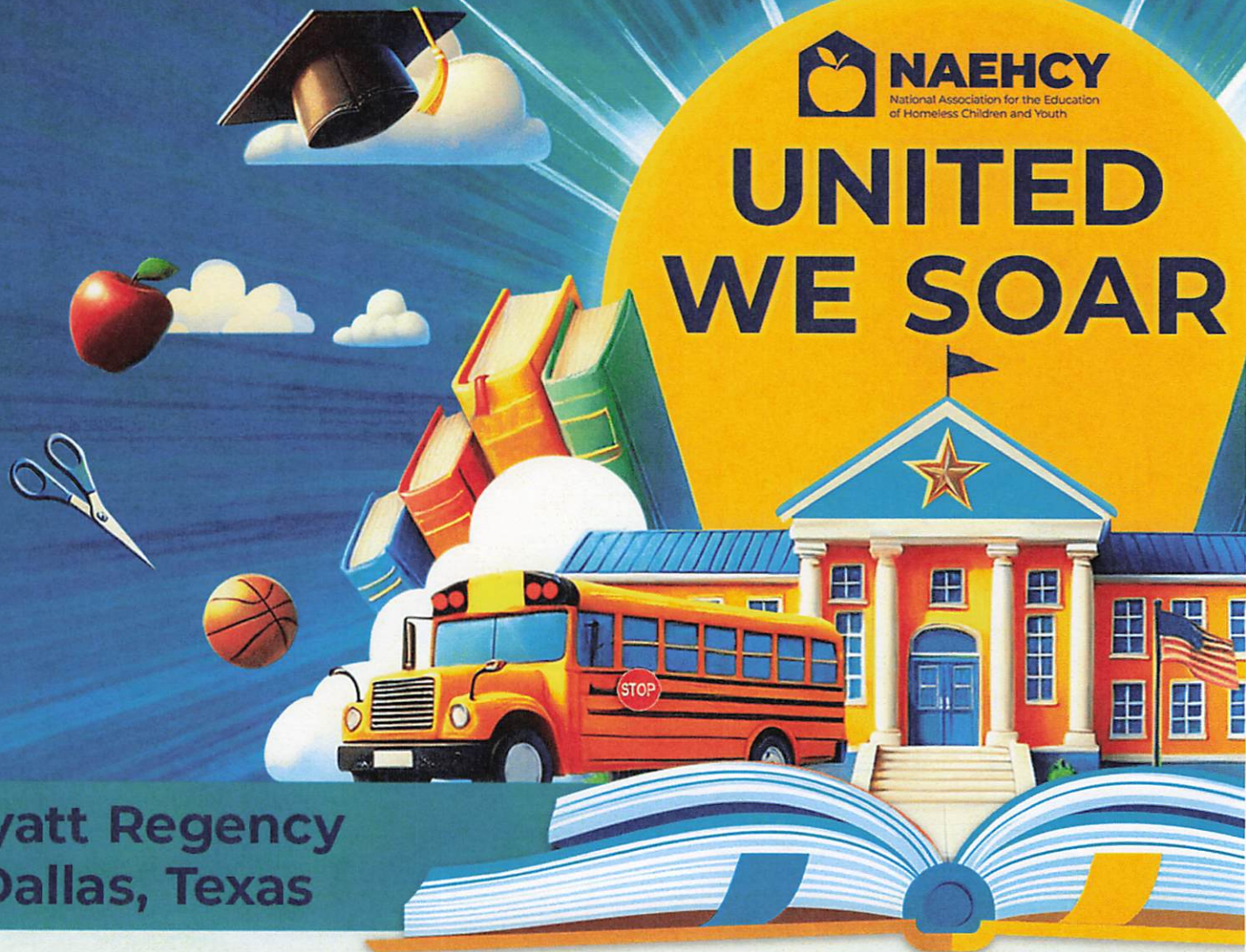
Name, Address, Phone number of
lodging establishment:

Hyatt Regency Dallas 300 Reunion Blvd Dallas, TX 75207 USA

DEADLINE DATE: 8/15/25

Code Information: n/a

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.



**Hyatt Regency
Dallas, Texas**

COMMUNITY, COLLABORATION, & THE POW

2025 CONFERENCE SCHEDULE

Our conference is comprised of mealtime keynote sessions, followed by concurrent (breakout) sessions. Concurrent (breakout) sessions may include content from the following tracks:

- Academic Achievement
- Access to Services
- Child Welfare/Foster Care
- Early Childhood
- Effective Practices and Implementation
- Post-Secondary
- Social Emotional/Behavioral Health

- Unaccompanied Homeless Youth

2025 *DRAFT* CONFERENCE SCHEDULE

Saturday November 1, 2025

9:30 a.m. - 12:30 p.m. AM Pre-Conference Sessions

1:30 p.m. - 4:30 p.m. PM Pre-Conference Sessions

1:30 p.m. - 4:30 p.m. McKinney-Vento State Coordinator Meeting (By Invitation)

Sunday November 2, 2025

7:15 a.m. - 8:45 a.m. Breakfast

8:00 a.m. - 9:30 a.m. Opening Keynote/General Session

9:45 a.m. - 11:00 a.m. Concurrent Sessions 1

11:30 a.m. - 12:30 p.m. Luncheon Networking Session

1:15 p.m. - 2:30 p.m. Concurrent Sessions 2

3:00 p.m. - 4:15 p.m. Concurrent Sessions 3

4:30 p.m. - 5:30 p.m. NAEHCY Annual Meeting

5:30 p.m. - 7:00 p.m. Opening Night Reception

Monday November 3, 2025

7:15 a.m. - 8:45 a.m. Breakfast

8:00 a.m. - 9:30 a.m. Breakfast Keynote/General Session

9:45 a.m. - 11:00 a.m. Concurrent Sessions 4

11:30 a.m. - 1:00 p.m. Luncheon Networking Session/NAEHCY Awards and Scholarships

1:15 p.m. - 2:30 p.m. Concurrent Sessions 5

3:00 p.m. - 4:15 p.m. Concurrent Sessions 6

Tuesday November 4, 2025

7:15 a.m. - 8:45 a.m. Breakfast

8:00 a.m. - 9:30 a.m. Closing Keynote/General Session

9:45 a.m. - 11:00 am Concurrent Sessions 7

SESSION SCHEDULE

Our call for Presenters will open May 15, 2025, and run until July 17, 2025.



No sessions found.

Breakfast is included daily, and lunch is included Sunday and Monday. We will also have comfort breaks each morning and afternoon.

Register Now

[Already registered?](#)

WELCOME

Register now for the 2025 Annual Conference!

Register Now

[Already registered?](#)

WHO WE ARE

The National Association for the Education of Homeless Children and Youth (NAEHCY) is a national nonprofit, membership association. Our mission is dedicated to ensuring educational equity and excellence for children and youth experiencing homelessness, including high mobility children and youth, through collaboration, learning, leadership and capacity building of our members.

We fulfill our mission by providing technical assistance and sharing best-practice implementation strategies to build the capacity of individuals, agencies, and organizations to ensure the academic success of children. As such, we support state and federal administrators, homeless liaisons, educators, community service providers, advocates, parents and youth. In addition, we collaborate with partners to advocate for public policy change to ensure all children and youth succeed in school. Our members serve the approximately 1.5 million children and youth experiencing homelessness.

DETAILS



WHEN

November 1, 2025 – November 4, 2025

8:00 AM-5:00 PM CT

🕒 Viewing in Central Time [Adjust](#)

[Add to Calendar](#)



WHERE

Hyatt Regency Dallas
300 Reunion Blvd
Dallas, TX 75207
USA



PLANNER

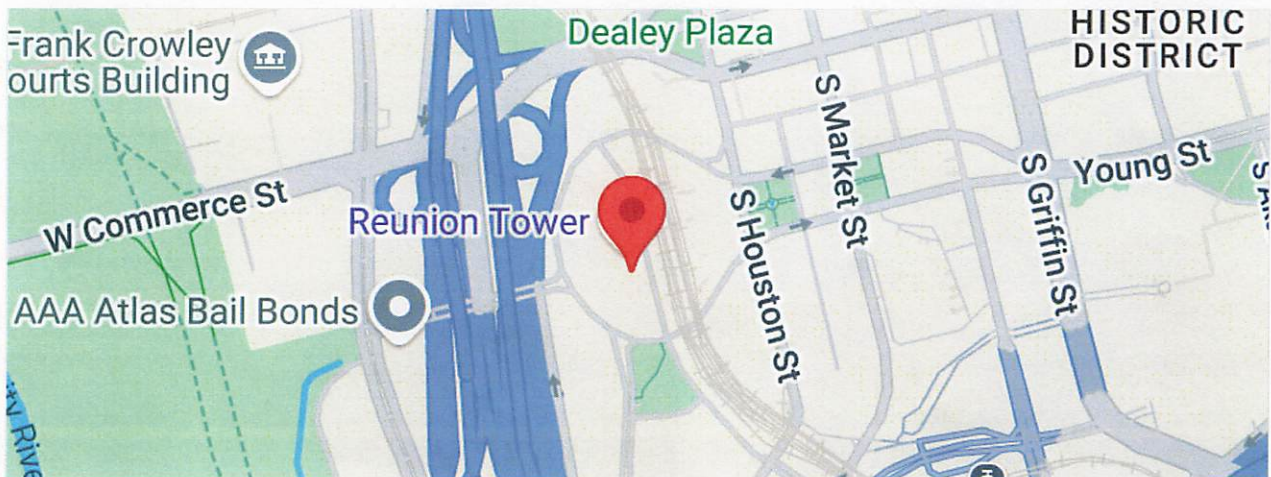
SPARGO, Inc.

**Conference Registration
Customer Service Line:**

1-866-470-2935

naehcyregistration@spargoinc.com

[Contact Us](#)



Pre-Conference and Conference Registration (Sat-Tues)

Member - In-Person - Full Conference On-Site

\$900.00

Changes to **\$950.00** after Friday, Aug. 15, 2025

Non-refundable

Member - Virtual - Full Conference Virtual

\$650.00

Changes to **\$700.00** after Friday, Aug. 15, 2025

Non-refundable

Non Member - In-Person - Full Conference On-Site

\$950.00

Changes to **\$1,000.00** after Friday, Aug. 15, 2025

Non-refundable

Non Member - Virtual - Full Conference Virtual

\$725.00

Changes to **\$775.00** after Friday, Aug. 15, 2025

Non-refundable

Conference Only Registration (Sun-Tues)

Member - In-Person - Conference Only On-Site

\$775.00

Changes to **\$825.00** after Friday, Aug. 15, 2025

Non-refundable

Member - Virtual- Conference Only Virtual

\$600.00

Changes to **\$650.00** after Friday, Aug. 15, 2025

Non-refundable

Non Member - In-Person - Conference Only On-Site

\$875.00

Changes to **\$900.00** after Friday, Aug. 15, 2025

Non-refundable

Non Member - Virtual- Conference Only Virtual

\$700.00

Changes to **\$725.00** after Friday, Aug. 15, 2025

Non-refundable

Student Conference Only Registration (Sun-Tues)

Student In-Person Registration

\$800.00

Non-refundable

Student Virtual Registration

\$600.00

Non-refundable

Exhibitor Registration

For-Profit/Corporate Exhibitors

\$900.00

Non-Profit Exhibitors

\$750.00

**You chose a Basic fare**

Basic fares are non-refundable except as allowed by our 24-hour cancellation policy. Flight changes are allowed but require a fare upgrade. Customers may be eligible for a flight credit if canceled at least 10 minutes prior to the flight's original departure time. Checked bag fees may apply.

Trip & Price Details



Price



Passengers



Payment



Confirmation

**Flight**

Modify



Sat 11/1

4326 / 4694

RNO**DAL**

5 hr 30 min

1 stop

Basic

6:55 AM

2:25 PM



Wed 11/5

634 / 2085

DAL**RNO**

6 hr 40 min

1 stop

Basic

11:15 AM

3:55 PM

Base fare
1 Passenger(s) **\$285.58****Discount total** **-\$52.19****Subtotal** **\$233.39****Taxes and fees** **\$69.67****Flight total** **\$332.00**or from \$33/mo*
with flexpay Learn more**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](https://www.southwest.com/rterms)

**Upgrade Flight**

Upgrade to Wanna Get Away *plus*®



- ✓ No cancel fee (12-month Transferable Flight Credit™ from original ticketing date)⁵
- ✓ Changes allowed, fare difference applies⁷
- ✓ Free same-day change/standby (taxes and fees may apply)⁹
- ✓ 6x Rapid Rewards® points per dollar³
- ⓘ Checked bag fees may apply²

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

Prices shown per passenger, per one-way.

☐ Upgrade departing trip for \$40☐ Upgrade returning trip for \$40☐ Upgrade both for \$80**Apply upgrade**

SUBTOTAL

\$285.58

DISCOUNT

-\$52.19

TAXES & FEES

\$69.67

TRIP TOTAL

\$332.00[Show price breakdown](#)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.



Hyatt Regency Dallas

2 Queen Beds
Sat, Nov 1, 2025 - Wed, Nov 5, 2025
1 Room, 1 Guest
Naehcy 2025 A...



Contact Information

[Already a member?](#) Sign In for faster booking, or continue as a guest. [SIGN IN](#)

Prefix (Optional)

* Given / First Name

* Surname / Last Name

* Email

* Phone Number

☒ Text Me Updates (Optional)

By turning on the switch, I provide my signature to agree to receive automated texts with info about reservations, offers & promos from Hyatt and its agents to the number I provided. Consent to texts is not a requirement or condition of purchase. Msg & data rates apply. I agree to the [Terms](#)

Payment Information

Credit Card

Price Summary

Total Cost Per Room* \$755.41

4 Night Stay	\$644.00
Sat, Nov 1	\$161.00
Sun, Nov 2	\$161.00
Mon, Nov 3	\$161.00
Tue, Nov 4	\$161.00

Taxes & Fees	\$111.41
Tourism pid	\$12.88
State/local tax	\$98.53

[Hide Price Details](#)

*Changes in taxes or fees will affect the total price.

EXCLUSIVE OFFER

Earn up to
\$350 in statement
credits on
Hyatt purchases*
PLUS, 5,000 BONUS POINTS

Price for stay	\$755.41
Statement credit	-\$350.00
Total after Statement Credit	\$405.41



FY 2025 per diem rates for Dallas, Texas

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
Dallas	Dallas	\$80	\$20	\$22	\$33	\$5	\$60.00

FY 2025 per diem rates for Dallas, Texas

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
Dallas	Dallas	\$170	\$170	\$170	\$191	\$191	\$191	\$170	\$170	\$170	\$170	\$170	\$170

Reserve a ride

● Dallas Love Field Airport (DAL)

■ Hyatt Regency



Flight info ⓘ

✈ Arrives on Aug 1

✈ DL1104, 11:44 pm arrival

Ready when you land



We'll monitor your flight for delays. When you land, use the Uber app to let your driver know you're ready.

[How it works](#)

Choose a ride

Rides we think you'll like

**UberX** 🚗 4

Recommended

\$21.93**UberXL** 🚗 6

Affordable rides for groups up to 6

\$40.07**Comfort** 🚗 4

Newer cars with extra legroom

\$34.98**UberXXL** 🚗 6

Rides for 6 with room for extra luggage

\$44.81

Economy

Add Payment Method ▾

Request UberX

