

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees Cailynne Bixby, Amanda Irwin, Melissa Burk

SCHOOL Cottonwood Elementary

NAME OF CONFERENCE: Elementary and Secondary Education Act Conference
(Do Not Use Acronyms)
(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Louisville, KY

DATE OF DEPARTURE: 02/22/2027

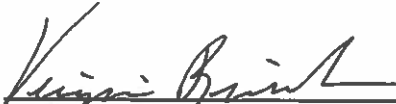
DATE OF RETURN: 02/26/2027

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 National ESEA Conference is an annual project of the National Association of ESEA State programs (NAESPA) and the only conference focused entirely on federal education programs for disadvantaged students. The conference emphasizes the critical nature of doing what is right and what is needed today to help every child succeed and achieve at high levels.

TRAVEL APPROVED: Date 9-30-26



Site administrator or supervisor signature

TRAVEL APPROVED: Date 9-30-26



Superintendent or designee signature

District Office Use Only

Received by District Office Date: 9-30-26

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: Title 1

BUDGET# 280.633.0000.000.2213.330.10209.27.000

Registration Fees: Attendees **3** x **699** Reg. fee Total
\$ **2097.00**

District Office	Grant	School Site	Other
☐	☒	☐	☐

BUDGET# 280.633.0000.000.2213.580.10209.27.000

Travel By: **Southwest Air** Total
\$ **2194.20**

(Air, district car, private car for personal convenience, etc.)

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BUDGET# 280.633.0000.000.2213.580.10209.27.000

Lodging: Room rate **630** x **4** nights Total
\$ **2520.00**

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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 **5** days Total
\$ **300.00**

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Lunch \$ **22** x **5** days Total
\$ **330.00**

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Dinner \$ **33** x **5** days Total
\$ **495.00**

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Incidental \$ **5** x **5** days Total
\$ **75.00**

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Substitutes: # of Days **5** x \$ **145** /day Total
\$ **2175.00**

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Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.) Total
\$ **60**

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Other Miscellaneous expenses: (attach explanation) Total
\$ **8986.20**

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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: **National ESEA Conference Feb 23-25**

Name of where conference/training is being held
(i.e. Hotel, School, College, Convention Center): **Kentucky International 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.)

Date & Time you wish to DEPART: **02/22/27 @11:40AM**

Date & Time you wish to RETURN: **02/26/27 @ 10:40AM**

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) : **370.00**

All travelers agree to share lodging as
appropriate?

☒ Yes ☐ No

Register under what name(s)?

Melissa Burk

Name, Address, Phone number of
lodging establishment:

400 S 2nd St Louisville, KY 40202

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.

NATIONAL ESEA CONFERENCE

[EXHIBIT](#)
[PRESENT](#)
[ATTEND](#)

[SCHEDULE](#)
[HOTELS &
TRAVEL](#)
[REGISTER NOW](#)

February 23-25, 2027
Louisville, KY & Online

Omni Hotel

Pricing:

\$315 (including all taxes and fees)

[Make a Reservation](#)



The Omni Louisville Hotel is a luxurious 30-story property located downtown. It features upscale amenities including a rooftop pool, the Pin + Proof speakeasy with bowling, a spa, and the Falls City Market. The hotel offers multiple dining options, including Bob's Steak & Chop House.

Address:

400 S 2nd St
Louisville, KY 40202

1 block from the Kentucky International Convention Center

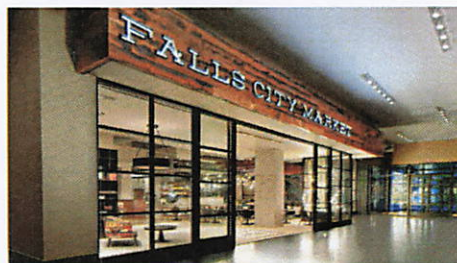
Amenities:

- Free WiFi
- Pin + Proof speakeasy with bowling
- Rooftop pool
- Hot tub
- Fitness Center
- Full-service spa
- Urban market
- Room service
- Upscale & casual dining

Parking:

Valet: \$45 + tax overnight(\$47.70 including tax)

View hotel policies on the [Hotels & Travel Page](#)



CONFERENCE

February 23-25, 2027
Louisville, KY & Online

Registration and Hotel Reservations Available Now!

[ATTENDEE POLICIES](#)

2027 National ESEA Conference



Join Us in Louisville, Kentucky or Online

The annual National ESEA Conference is coming to Louisville this February 23-25, 2027! This event serves as a vital platform for professional growth, learning, and the exchange of ideas in education. Whether you attend in person or virtually, this Conference promises to empower you with the knowledge and resources you need to excel in your field. Together, we work towards achieving the shared vision of improving education for all youth.

2027 National ESEA Conference

- **Location:** Kentucky International Convention Center in Louisville, Kentucky and Online
- **Dates:** February 23-25, 2027
- **Please Note:** Each day of the Conference has a full schedule of sessions! Please plan your travel dates accordingly so as not to miss valuable content.

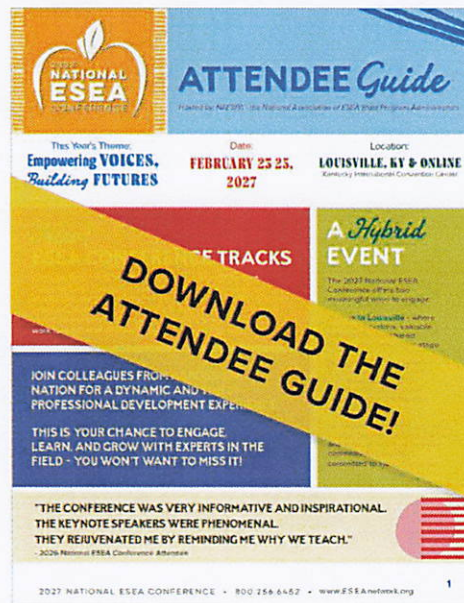
NEW! Introducing ESEA Conference Tracks

Explore sessions by track to find the learning experiences that matter most to your role—from policy and compliance to classroom practice and family engagement. Register now and select your track closer to the conference date.

Federal Education Policy & Practices	<i>For federal program leaders working at the state, district, and school levels.</i> This track supports leaders in turning policy into practice through compliant, strategic program management. Sessions focus on implementation, monitoring, funding, and coordination of ESEA programs to drive improved student outcomes.
Improvement in Teaching and Learning	<i>For educators and instructional leaders across all content areas.</i> This track focuses on delivering high-quality, student-centered instruction through data-informed practices. Sessions highlight strategies that strengthen teaching, elevate learning, and drive academic achievement for all students.
Targeted Supports for Special Populations	<i>For professionals supporting students served under ESEA and IDEA programs.</i> This track emphasizes coordinated, compliant, and compassionate approaches to meeting the academic, social, and emotional needs of special populations. Sessions explore strategies that ensure equitable access to high-quality education.
Family & Community Engagement for Student Success	<i>For engagement leaders, liaisons, and educators working with families.</i> This track centers on building strong, culturally responsive partnerships that empower families and support student success. Sessions highlight effective engagement strategies, compliance considerations, and community collaboration.

REGISTER NOW

Check out this short video from the 2026 National ESEA Conference in Denver!



The Attendee Guide has all the information you'll need to attend the 2027 National ESEA Conference. [DOWNLOAD IT NOW!](#)

ATTENDEE POLICIES

Registration Types & Prices

INDIVIDUAL REGISTRATION In-Person & Virtual

\$699 – EARLY BIRD PRICE

Available June 1 - October 31, 2026

\$789 – STANDARD PRICE

November 1, 2026 - January 31, 2027

\$849 – LATE PRICE

Starting February 1, 2027

GROUP REGISTRATION 10 or more people

\$659/each

[Group Registration FAQs](#)

LEA AFFILIATE REGISTRATION

\$659/each

Bundle and save! [Learn more about the LEA Affiliate Program now](#)



FEB 22 - 26
RNO → SDF



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 Seats Payment Confirmation

Flight Modify

Mon 2/22 ^{# 565 / 635} **RNO** → **SDF** 5 hr 50 min 1 stop **Choice**
11:40 AM 8:30 PM

Base fare 3 Passenger(s) \$1,900.47

Taxes and fees \$293.73

3 Passengers | Reserve your seats when booking

Flight total \$2,194.20

or from \$215/mo*
with **flexpay** Learn more

Fri 2/26 ^{# 1800 / 4616} **SDF** → **RNO** 8 hr 10 min 1 stop **Basic**
10:40 AM 3:50 PM

3 Passengers | Seat assigned at check-in

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://southwest.com/rterms)

Upgrade Flight



U.S. General Services Administration

FY 2027 per diem rates for Louisville, Kentucky

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
Louisville	Jefferson	\$80	\$20	\$22	\$33	\$5	\$60.00



U.S. General Services Administration

FY 2027 per diem rates for Kentucky

Daily lodging rates (excluding taxes) | October 2026 - September 2027

Primary destination	County	2026 Oct	Nov	Dec	2027 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	\$113	\$113	\$113	\$113	\$113	\$113	\$113	\$113	\$113	\$113	\$113	\$113
Boone	Boone	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119
Kenton	Kenton	\$170	\$170	\$170	\$170	\$170	\$170	\$170	\$170	\$170	\$170	\$170	\$170
Lexington	Fayette	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125
Louisville	Jefferson	\$180	\$132	\$132	\$132	\$185	\$185	\$185	\$185	\$158	\$158	\$158	\$180