

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees Sara Gutierrez

SCHOOL Yerington High School

NAME OF CONFERENCE: Association for Career and Technical Education Career Tech Vision Convention
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: New Orleans, LA

DATE OF DEPARTURE: 12/2/2026

DATE OF RETURN: 12/5/2026

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.

I would like to request your support to attend the Association of Career and Technical Education (ACTE) Career Tech Vision Convention, taking place December 1–5, 2026, in New Orleans, Louisiana. The ACTE CareerTech VISION 2026 is dedicated to serving the entire career and technical education community. This conference provides leadership, networking, and workshops to help educators prepare learners for the workforce.

The ACTE Convention offers high-quality professional development designed to help educators strengthen their programs and better serve our students. The knowledge and resources gained at the convention directly support our students by enhancing instructional practices, strengthening program management, and expanding opportunities for students.

TRAVEL APPROVED: Date 9/16/2026

K B Ege
Site administrator or supervisor signature

TRAVEL APPROVED: Date 9/30/26

Sherry L Cooper, EdD
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: Perkins Local

BUDGET#		280.631.0000.300.2400.330.10000.26.000		Total		District Office	Grant	School Site	Other
Registration Fees:	Attendees	1	x 640	Reg. fee	\$ 640		✓		
BUDGET# 280.631.0000.300.2400.580.10000.26.000									
Travel By:	Air				\$ 736.82		✓		
(Air, district car, private car for personal convenience, etc.)									
BUDGET# 280.631.0000.300.2400.580.10000.26.000									
Lodging:	Room rate	184	x 4	nights	\$ 736		✓		
(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	\$ 20	x 3	days	\$ 60		✓		
	Lunch	\$ 22	x 4	days	\$ 88		✓		
	Dinner	\$ 33	x 4	days	\$ 132		✓		
	Incidental	\$ 5	x 4	days	\$ 20		✓		
Substitutes:	# of Days	195	x \$ 4	/day	780			✓	
Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)					\$ 150				
Other Miscellaneous expenses: (attach explanation)					\$				
TOTAL EXPENSES					\$ 3,342.82				

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

Conference Information

Conference Dates & Times: 12/3/26 8am-12/5/26 12pm

Name of where conference/training is being held
(i.e. Hotel, School, College, Convention Center): New Orleans 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: 12/2/26 6:30am

Date & Time you wish to RETURN: 12/5/26 4:45pm

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) : 157

All travelers agree to share lodging as appropriate?

☒ Yes ☐ No

Register under what name(s)?

Sara Gutierrez

Name, Address, Phone number of
lodging establishment:

300 Canal Street New Orleans LA 70130

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.

Conference Registration Fees

Please select your registration fee below. Register early and save!

Interested in membership? Receive a discount on your registration fee by joining ACTE's thriving community of CTE professionals and gaining access to a wealth of world-class CTE resources. Learn more at www.acteonline.org/join.

If you are a student or retiree, please reach out to registration@acteonline.org or 800-826-9972 for more information.

Clear Selection

☒	VISION 2026 AND CAREERTECH EXPO	ADVANCE (THRU 10/13)
☐	VISION & Career Tech Expo Member	\$640.00
☒	VISION 2026 AND CAREERTECH EXPO ONE DAY	PRICE
☐	Thursday, December 3 Member	\$370.00
☒	BOOTH STAFF REGISTRATION	PRICE
	Complimentary Booth Personnel Expo ONLY SOLD OUT	
☒	VISION 2026 AND CAREERTECH EXPO ONE DAY	PRICE
☐	Friday, December 4 Member	\$370.00
☐	Saturday, December 5 Member	\$370.00
☒	EXCELLENCE AWARDS	PRICE
	ACTE Excellence Awards Gala (Additional Fee Required) Wednesday, December 02, 2026, 7:00 PM - 9:00 PM (Room: Grand Ballroom - Hilton Riverside) 544 Left.	\$110.00
	ACTE Excellence Awards Gala (Additional Fee Required) Table 691 Left.	\$1,300.00
☒	STATE ASSOCIATION LEADERSHIP TRAINING PROGRAM	PRICE
☐	State Association Leadership Training Wednesday, December 02, 2026, 8:00 AM - 4:00 PM 42 Left.	\$40.00
☒	FORD NGL PRE-CONFERENCE ONLY	REGULAR (AFTER 7/31)
	Ford Next Generation Learning Pre-Conference-Only Select this option if you want to attend the Pre-Conference, but not attend the rest of VISION. Education and workforce leaders are being called to elevate their work to be transformational, scalable, and sustainable for all students. Join Ford NGL for a dynamic one-day convening at ACTE designed for decision-makers shaping career-connected learning. Through engaging sessions, participants will explore topics such as	
☐	- how communities move Portraits of a Graduate into system-wide implementation; - how to develop strong cross-sector partnerships that deepen business engagement, and - how to bring all community stakeholders together to achieve 100% of students completing a CTE program of study.	\$350.00
	Connect with leaders from across the country and gain actionable strategies grounded in Ford NGL's Community Connected Framework for Transformation to drive meaningful impact.	
☒	FORD NGL PRE-CONFERENCE ADD-ON	REGULAR (AFTER 7/31)

Your stay  DoubleTree by Hilton Hotel New Orleans  Tue, Dec 1 – Sat, Dec 5, 2026 (4 nights)  1 room for 1 adult [Edit stay](#)

Step 1 of 3

Select a Room

Get the best price when you book direct

If you find a lower rate, we'll match it and give you 25% off that stay. Backed by our Price Match Guarantee.

[Learn more about our Price Match Guarantee](#)

Your stay with DoubleTree by Hilton includes

✓ Non-smoking rooms ✓ On-site restaurant ✓ Outdoor pool ✓ Fitness center ✓ Business center ✓ Pet-friendly rooms

Special rates

☐ Use Points & Money 

Filter By: ☐  Connecting Rooms

☐ Compare 2 rooms

 We're showing Acte 2026 rates.

2 rooms found. We're showing the average price per night.

Prices include fees

Select currency 

USD - US Dollar 



2 Queen Beds

[View room details](#)

• Sleeps 4 • Mini refrigerator

Quick Book
Acte 2026

\$184

Price includes 2.50% mandatory charge per stay, but excludes taxes and government charges



1 King Bed

[View room details](#)

• Sleeps 2 • Mini refrigerator

Quick Book
Acte 2026

\$184

Price includes 2.50% mandatory charge per stay, but excludes taxes and government charges

How can we help?

+1-800-222-TREE

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DEC 2-15
RNO → MSY**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](#)

Wed 12/2

3089 / 4326

RNO

→ MSY

6 hr 25 min

1 stop

Basic

6:30 AM

2:55 PM

Base fare
2 Passenger(s) \$591.64

Taxes and fees \$145.18

Flight total \$736.82

or from \$73/mo*
with [Rapid Rewards](#) [Learn more](#)

2 Passengers | Seat assigned at check-in



Sat 12/5

3156 / 1734

MSY

→ RNO

6 hr 25 min

1 stop

Basic

4:45 PM

9:10 PM

2 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/r/terms](https://southwest.com/r/terms)

✈ Upgrade Flight

Upgrade to Choice



- ✓ Choose a Standard seat at booking¹⁵
- ✓ General boarding¹⁶
- ✓ No cancel fee (12-month Transferable Flight CreditTM from original ticketing date)⁹
- ✓ Flight changes allowed, fare difference applies⁸
- ✓ 6x Rapid Rewards[®] points per dollar³
- ✓ Free same-day change/standby (taxes and fees may apply)⁹
- ⓘ 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 \$50☐ Upgrade returning trip for \$50☐ Upgrade both for \$100[Apply upgrade](#)

Base fare \$591.64
Taxes and fees \$145.18
TRIP TOTAL \$736.82

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

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



U.S. General Services Administration

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

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
New Orleans	Orleans / Jefferson Parishes	\$80	\$20	\$22	\$33	\$5	\$80.00



U.S. General Services Administration

FY 2026 per diem rates for new orleans, Louisiana

Primary destination	County	2025 Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
New Orleans	Orleans / Jefferson Parishes	\$157	\$157	\$157	\$157	\$179	\$179	\$179	\$179	\$133	\$133	\$133	\$157