LYON COUNTY SCHOOL DISTRICT

TRAVEL REQUEST

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

Name(s) of Attendees: Robert Kent Jones

SCHOOL: East Valley Elementary School

NAME OF CONFERENCE: (Do Not Use Acronyms) National Elementary and Secondary Education Association Conference

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Louisville, Kentucky

DATE OF DEPARTURE: February 22nd 2027 DATE OF RETURN: February 25th 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 intentionally aimed at coordination among federal education programs under the Elementary and Secondary Education Act (ESEA) and other federal programs.

The National ESEA Conference empowers educators across the country to use their voices to create meaningful change in their classrooms and communities, inspiring students to discover their own voices, embrace opportunities for growth, and build successful futures.

The shared goal is to maximize the benefits of federal programs and funding for student success. We believe that engaging in high-quality professional development contributes to growth in knowledge, leading to an increase in students' success. We know that effective teachers and school leaders have lifelong impacts on students' lives.

TRAVEL APPROVED: Date 10/28/26

Robert K Jones

Site administrator or supervisor signature

TRAVEL APPROVED: Date 11-2-26

Stacy K Cooper, Ed D

Superintendent or designee signature

District Office Use Only

Received by District Office Date: 11-2-26

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 Grant

						District Office	Grant	School Site	Other
BUDGET#	280.633.0000.000.2400.330.10206.27.000				Total				
Registration Fees:	Attendees 1	x 699	Reg. fee	$	699.00		✔		
BUDGET#	280.633.0000.000.2400.580.10206.27.000								
Travel By:	Southwest Airline			$	536.40		✔		
(Air, district car, private car for personal convenience, etc.)									
BUDGET#	280.633.0000.000.2400.580.10206.27.000								
Lodging:	Room rate	$ 285	x 3	nights	$ 855.00		✔		
(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 3	days	$ 60.00		✔		
	Lunch	$ 22	x 3	days	$ 66.00		✔		
	Dinner	$ 33	x 3	days	$ 99.00		✔		
	Incidental	$ 5	x 3	days	$ 15.00				
Substitutes:	# of Days 0		x $0	/day	0				
Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)					$ 0		✔		
					$ 0		✔		
Other Miscellaneous expenses: (attach explanation)									
	TOTAL EXPENSES				$ 2330.40				

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

Conference Information

Conference Dates & Times:	February 22nd-25th 2027
Name of where conference/ training is being held (i.e. Hotel, School, College, Convention Center):	Kentucky International Convention Center 221 S. 4th. St. Louisville Ky 40202

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:**	February 22nd, 2027 9:25 am
Date & Time you wish to **RETURN:**	February 25th, 2027 10:40 am
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) : _____	All travelers agree to share lodging as appropriate?	☑ **Yes** ☐ **No**
Register under what name(s)?	Robert Kent Jones	
Name, Address, Phone number of lodging establishment:	The Galt House 140 N. Fourth 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.***

ESEA Network

National Association of ESEA State Program Administrators

Invoice #8L7P

Bill to:

Mary Schwartz
4180 Farm Dist. Road
Fernley, Nevada 89408

Invoice #

8L7P

Date

10/27/2026

Expires

11/26/2026

Item	Description	Amount
Early Bird In-Person Conference Registration	Includes access to all sessions listed on the 2027 Conference schedule.	$699.00

Total:

$699.00

Payments

Amount
10/27/2026
credit card ()
$699.00

Step 4 of 5
Payment

Review & Pay

Flights

Modify

Depart
February 22

#WN545 / #WN369
RNO **SDF**
9:25 AM 8:25 PM

8h 0m • 1 stop
Basic

Return
February 25

#WN833 / #WN204
SDF **RNO**
10:40 AM 6:20 PM

10h 40m • 1 stop
Basic

Base fare (1 Passenger)	$331.16
Taxes and fees	$75.24
Seat upgrades total	$130.00
Total	**$536.40**

See price breakdown

Passengers

Modify

Please make sure names match government-issued IDs.

Passengers	Date of birth	Gender
Robert Kent Jones Rapid Rewards [redacted] Known Traveler #: N/A Redress #: N/A	[redacted]	Male

Empowering VOICES, Building FUTURES

NATIONAL ESEA CONFERENCE

FEBRUARY 23-25, 2027 | LOUISVILLE, KY & ONLINE

Bill to: Mary Schwartz
East Valley Elementary School
4180 Farm Dist. Road
Fernley, Nevada 89408

Invoice # 8S5T
Date 10/27/2026
Expires 11/26/2026

Item	Description	Amount
Galt House: West Tower King	Mary Schwartz 3 nights check in: 02/22/2027 check out: 02/25/2027 confirmation number not yet available	$855.00 ($735.00 plus $120.00 taxes + fees)
Total:		$855.00

Status: Payment Due

Balance Due: $855.00

Make checks payable to: ESEA Network (EIN: 05-0487084)

Ship to address: ESEA Network, 532 N. Franklin St, Fort Bragg, CA 95437

Check Payment Instructions & W9 Form

U.S. General Services Administration

FY 2025 per diem rates for 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
Standard Rate	Applies for all locations without specified rates	$68	$16	$19	$28	$5	$51.00
Boone	Boone	$68	$16	$19	$28	$5	$51.00
Kenton	Kenton	$86	$22	$23	$36	$5	$64.50
Lexington	Fayette	$80	$20	$22	$33	$5	$60.00
Louisville	Jefferson	$80	$20	$22	$33	$5	$60.00