LYON COUNTY SCHOOL DISTRICT

TRAVEL REQUEST

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

Name(s) of Attendees: Stephen Myler

SCHOOL: Fernley High School

NAME OF CONFERENCE: (Do Not Use Acronyms) The Midwest Clinic International Band & Orchestra Conference

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Chicago, Illinois

DATE OF DEPARTURE: December 15, 2026 DATE OF RETURN: December 20, 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.

This event is a Professional learning Conference for instrumental band directors. It is an opportunity to earn Professional Development hours that are specific to Music. There are many Professional Development opportunities our there, but music opportunities are harder to come by.

I would like to further hone my craft and work towards better instruction and expand my Musical knowledge. Attending this conference will allow me to experience more opportunities for boosting my students' learning and teach more directly to the my students' performance skills. I aim to learn more ways to further develop my students' music literacy skills and improve their level of performance. I also want to work on my personal skills as a conductor and musicians, so I can more efficiently direct my students' performance.

This conference will also allow viewing musical products to help with students' and instructors, so I can make ore educated purchases for the music department and make contacts that can help in these areas. Last year I got in contact with the makemusic.org company, to start the process of getting the district such a valuable tool. A band program requires a lot of time, resources, both monetary and social. This conference isa great opportunity to gain more social resources.

TRAVEL APPROVED: Date 10.29.26

Site administrator or supervisor signature

TRAVEL APPROVED: Date 11-3-26

Stacy L Cooper, Ed D

Superintendent or designee signature

District Office Use Only

Received by District Office Date: 11-3-26

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:_____

						District Office	Grant	School Site	Other
BUDGET#	100.161.0000.000.2410.580.10601.32.000				Total				
Registration Fees:	Attendees 1	x 255	Reg. fee	$	255			✔	
BUDGET#	100.161.0000.000.2410.580.10601.32.000								
Travel By: (Air, district car, private car for personal convenience, etc.)	Southwest Airlines			$	$451.15			✔	
BUDGET#	100.161.0000.000.2410.590.10601.32.000								
Lodging:	Room rate $ 149	x 4	nights	$	627.03			✔	
(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 $ 23	x 4	days	$	92			✔	
	Lunch $ 26	x 4	days	$	104			✔	
	Dinner $ 38	x 4	days	$	152			✔	
	Incidental $ 5	x 4	days	$	20			✔	
Substitutes:	# of Days 4	x $	/day					✔	
Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)				$				✔	
Other Miscellaneous expenses: (attach explanation)				$					
TOTAL EXPENSES				$	1701.18				

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

Conference Information

Conference Dates & Times:	December 16, 2026 8:15 AM - December 18, 2026 6:45 PM
Name of where conference/training is being held (i.e. Hotel, School, College, Convention Center):	McCormick Place West, 2317 S Indiana Ave, Chicago, IL 60616

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:**	12/15/25 1:00 pm
Date & Time you wish to **RETURN:**	12/20/25 11:00 am
List any special notes here:	Attendee will pay for own lodging on the 19th

Are you renting a car? ☐ **Yes** ☑ **No** How many days? 0

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) : 142	All travelers agree to share lodging as appropriate?	☑ **Yes** ☐ **No**
Register under what name(s)?	Stephen Myler	
Name, Address, Phone number of lodging establishment:	Hilton Garden Inn Chicago Downtown South Loop 55 E 11th Street, Chicago, Illinois, 60605, USA. 1-312-753-5100	

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.***

THE MIDWEST CLINIC
International Band & Orchestra Conference

Invoice/Receipt

The Midwest Clinic
1340 International Pkwy, Suite 200
Woodridge, IL 60517

The 80th Midwest Clinic - December 16-18, 2026

Stephen Myler

1300 Hwy 95 Alt
Fernley, NV 89408

Charges

Invoice #INV-41838

Participant	Item	Qty	Unit Price	Subtotal
Stephen Myler	Registration Types : Professional Selected	1	255.00	255.00
			Item Subtotal:	255.00
			Discounts:	-0.00
			Sales Tax:	0.00
			Total:	255.00

Payments

Owes

Language English

Hilton
FOR THE STAY

Your Stays Join Sign In

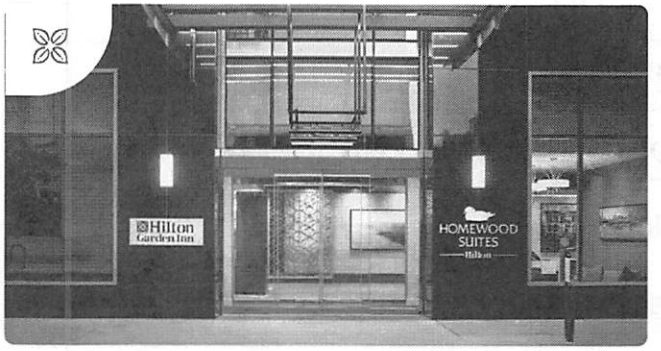
Your stay

Edit stay

Hilton Garden Inn Chicago Downtown South Loop

Tue, Dec 15 – Sat, Dec 19, 2026 (4 nights)

1 room for 1 adult



Hilton Garden Inn Chicago Downtown South Loop

55 E 11th Street

Chicago, Illinois 60605 USA

Hotel details

1 King Bed

Change Room

Honors Discount

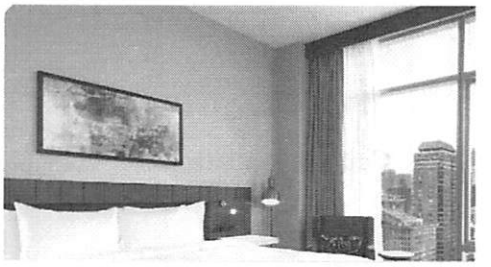
Change Rate

Customize Your Stay

Step 3 of 4

Select currency USD - US Dollar

We found a better room for you!



Continue to Payment

Get 3,000 additional Hilton Honors Points with this stay to use toward free nights, travel partners, and exclusive experiences.

Special requests

☐ **Traveling with a service animal**
Trained service animals enjoy complimentary stays with Hilton.

Additional comments

The hotel staff cannot guarantee additional requests.

Show optional services ⌄

Reservation summary

*Average price per night

Total room charges	$534.10
1 King Bed	4 nights x $133.52*
Total add-ons	$0.00
Total taxes and government charges	$92.93
Total for stay	**$627.03**

How can we help?

+1-877-STAY-HGI

Global phone numbers

Help Center

Step 1 of 5
Price

Review trip

Save this flight

Flight summary

Modify

Depart

Reno/Tahoe, NV (RNO) *to* Chicago (Midway), IL (MDW)

November 17, 2026

5h 35m • 1 stop • Choice

Reserve seats when booking

Inflight details • **Seats**

Return

Chicago (Midway), IL (MDW) *to* Reno/Tahoe, NV (RNO)

November 22, 2026

7h 40m • 2 stops • Choice

Reserve seats when booking

Inflight details • **Seats**

U.S. General Services Administration

FY 2027 per diem rates for Chicago, Illinois

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
Chicago	Cook / Lake	$92	$23	$26	$38	$5	$69.00

U.S. General Services Administration

FY 2027 per diem rates for Chicago, Illinois

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
Chicago	Cook / Lake	$232	$232	$148	$148	$148	$148	$238	$238	$238	$213	$213	$232