LYON COUNTY SCHOOL DISTRICT

TRAVEL REQUEST

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

Name(s) of Attendees Jenifer Sexson

SCHOOL Yerington High School

NAME OF CONFERENCE: (Do Not Use Acronyms) CASE - Food Science and Safety

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Raleigh, NC July 19-23, 2027

DATE OF DEPARTURE: July 18, 2027 **DATE OF RETURN:** July 23, 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.

CASE is hosting a professional development event to get certified in Food Science & Safety, July 19-23. This will be held in Raleigh, NC at North Carolina State University. This training spans over 5 days, 45 hours, to learn the Food Science Curriculum. This curriculum will be used to help bolster our Ag Science Programs of study offering a more indepth level of learning for students wishing to continue their education in Ag Science.

TRAVEL APPROVED: Date 11/4/2026

K BEdwards
Site administrator or supervisor signature

TRAVEL APPROVED: Date 11/6/26

Stacy L Cooper, Ed D
Superintendent or designee signature

District Office Use Only

Received by District Office Date: 11-6-26

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

						District Office	Grant	School Site	Other
BUDGET#	280.631.0000.300.2213.330.10000.27.000				Total				
Registration Fees:	Attendees 1	x 2350	Reg. fee	$	2350		✔		
BUDGET#	280.631.0000.3000.2213.580.10000.27.000								
Travel By:	Air			$	586.70		✔		
(Air, district car, private car for personal convenience, etc.)									
BUDGET#	Included in Registation								
Lodging:	Room rate $	x	nights	$					
(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 $ 18	x 6	days	$	108		✔		
	Lunch $ 20	x 6	days	$	120		✔		
	Dinner $ 31	x 6	days	$	186		✔		
	Incidental $ 5	x 6	days	$	30		✔		
Substitutes:	# of Days	X $	/day						
Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)				$	150.00		✔		
				$					
Other Miscellaneous expenses: (attach explanation)									
	TOTAL EXPENSES			$	3530.7				

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

Conference Information

Conference Dates & Times:	Case Institute-Food Science and Safety
Name of where conference/training is being held (i.e. Hotel, School, College, Convention Center):	NC State University

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:	7/18/27 8:50am RNO to RDU
Date & Time you wish to RETURN:	07/23/27 6:15pm RDU to RNO
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) : 142	All travelers agree to share lodging as appropriate? ☑ **Yes** ☐ **No**
Register under what name(s)?	Jenifer Sexson
Name, Address, Phone number of lodging establishment:	NC State University, 2101 Hillbourough St, Raleigh NC 27607

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.

Events

Event Detail

EVENT OVERVIEW



Food Science and Safety

5 days in-person

NC STATE UNIVERSITY

Host Contact Information

Paige Luck
Email: Paige_luck@ncsu.edu

Event Detail

Schedule

July 19-23, 2027

Format

5 days in-person

Location

North Carolina State University - Food, Bioprocessing and Nutrition Sciences
Schaub Hall Food Science Building
400 Dan Allen Dr, Raleigh, NC 27695

Registration Price/Fee

$2350

Deadline

Registration closes:
May 15, 2027

Scope and Sequence

Scope Link

Certificate Hours

45

REGISTER FOR THIS EVENT

Event Resources

Participant Lodging & Meals

Dorm Booking Details Coming Soon

W-9 Form

Host W9 Link

Cancellation Policy

· Participants will be reimbursed the full cost minus a $500 administrative fee if they cancel before April 15th. o A 5-day grace period after registration is allowed to cancel or change CI registrations with no penalty. · After April 15th, no refunds will be remitted unless it is an extenuating circumstance. · Additional refunds or deferments will only be considered for extenuating circumstances that the executive committee must review and approve.

Miscellaneous

Preferred Airport: Raleigh Durham International Airport

Questions?
Email the host: Paige_luck@ncsu.edu

CASE is an initiative of the National Council for Agricultural Education (The Council).

THE COUNCIL
A national partnership for excellence in agriculture and education.

securitymetrics CREDIT CARD SAFE

case learning

2026 Copyright Curriculum for Agricultural Science Education (CASE) P.O. Box 78124, Indianapolis, IN 46278-0124

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.

Step 1 of 5
Price

Review trip

Save this flight

Flight summary

Modify

Depart

Reno/Tahoe, NV (RNO) *to* Raleigh/Durham, NC (RDU)

July 18, 2027

8h 55m • Basic

Seats assigned at check-in

#WN3827 / #WN4715

10:20AM — **10:15**PM

1 stop

RNO — Plane change MDW — RDU

Inflight details • **Seats**

Price summary

Price per passenger	$493.95
Taxes and fees per passenger	$92.75
Total per passenger	$586.70
Passenger(s)	x1
Total	**$586.70**

Return

Raleigh/Durham, NC (RDU) *to* Reno/Tahoe, NV (RNO)

July 23, 2027

8h 50m • Basic

Seats assigned at check-in

#WN3360 / #WN1384 / #WN5772

6:15PM — **12:05**AM

2 stops

RDU — Plane change DEN, LAS — RNO

Inflight details • Seats • Next Day

or from $58/mo* with flexpay

Learn more

See price breakdown



Upgrade to Choice

- Choose a Standard seat at booking[15]
- General boarding[16]
- No cancel fee[4]
- 12-month Transferable Flight Credit™[6]
- Changes allowed[8]
- Earn 6x total Rapid Rewards® points per dollar[3]
- Same-day changes/standby[9]
- Checked bag fees[2]

*Please read the fare rules associated with this purchase.

Prices shown per passenger, per one way.

- ○ Upgrade departing trip for $56
- ○ Upgrade return trip for $55
- ○ Upgrade both trips for $111

Apply upgrade

Continue to passengers

By clicking 'Continue to passengers', you agree to accept the fare rules and want to continue with this purchase.

U.S. General Services Administration

FY 2027 per diem rates for North Carolina

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
Asheville	Buncombe	$80	$20	$22	$33	$5	$60.00
Atlantic Beach / Morehead City	Carteret	$74	$18	$20	$31	$5	$55.50
Chapel Hill	Orange	$80	$20	$22	$33	$5	$60.00
Charlotte	Mecklenburg	$80	$20	$22	$33	$5	$60.00
Durham	Durham	$74	$18	$20	$31	$5	$55.50
Fayetteville	Cumberland	$68	$16	$19	$28	$5	$51.00
Greensboro	Guilford	$74	$18	$20	$31	$5	$55.50
Kill Devil Hills	Dare	$74	$18	$20	$31	$5	$55.50
Raleigh	Wake	$74	$18	$20	$31	$5	$55.50
Wilmington	New Hanover	$74	$18	$20	$31	$5	$55.50

U.S. General Services Administration

FY 2027 per diem rates for North Carolina

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
Asheville	Buncombe	$145	$145	$145	$125	$125	$125	$125	$125	$125	$125	$125	$125
Atlantic Beach / Morehead City	Carteret	$141	$123	$123	$123	$123	$123	$123	$178	$178	$178	$178	$141
Chapel Hill	Orange	$153	$153	$153	$153	$153	$153	$153	$153	$153	$153	$153	$153
Charlotte	Mecklenburg	$143	$143	$143	$143	$143	$143	$143	$143	$143	$143	$143	$143
Durham	Durham	$124	$124	$124	$124	$124	$124	$124	$124	$124	$124	$124	$124
Fayetteville	Cumberland	$129	$129	$129	$129	$129	$129	$129	$129	$129	$129	$129	$129
Greensboro	Guilford	$130	$116	$116	$116	$116	$116	$130	$130	$130	$130	$130	$130
Kill Devil Hills	Dare	$166	$120	$120	$120	$120	$120	$190	$190	$267	$267	$267	$166
Raleigh	Wake	$142	$142	$142	$142	$142	$142	$142	$142	$142	$142	$142	$142
Wilmington	New Hanover	$144	$113	$113	$113	$113	$145	$145	$145	$170	$170	$144	$144