

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

NOTE: See LCSD Board Policy DG: Travel Policy for all requirements.

Name(s) of Attendees Jenifer Sexson

SCHOOL Yerington High School

NAME OF CONFERENCE: 2025 Tour of Southwest Agriculture Professional Development
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Las Cruces, NM

DATE OF DEPARTURE: June 22, 2025

DATE OF RETURN: June 28, 2025

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.

2025 Tour of Southwest Agriculture will provide professional development to agricultural education teachers from across the nation on how food is produced in the southwestern U.S. This tour will begin in Las Cruces, NM, which is uniquely situated 45 minutes from the U.S./Mexico border. This area of New Mexico has many unique agricultural practices, considering it only receives an average of 9-10 inches of rain and 300+ days of sunshine annually. We also plan to tour New Mexico State University (NMSU), which is the premier land grant institution in the state. This tour of southwest agriculture is sure to be educational, and inspiring, with trips planned to local agricultural education programs, agricultural production facilities.

This will have a positive impact on my program by being able to bring back how the SW does Ag, and how the area is very similar to our own. To be able to compare and contrast our areas and how Ag production is done.

TRAVEL APPROVED: Date 1/22/2025

KBEgenter
Site administrator or supervisor signature

TRAVEL APPROVED: Date 1/23/25

Sauri Huckabay
Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 1-23-25

Board Approved: Yes () No ()

Date: _____

Please ensure that you read and comply with Lyon County School District Policy DG: Travel Policy 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#	280.631.0000.300.2213.580.10000.00.000				Total	District Office	Grant	School Site	Other			
Registration Fees:	Attendees	1	x	1100	Reg. fee	\$	1100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BUDGET#	280.631.0000.300.2213.580.10000.00.000											
Travel By:	Air				\$	477	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
(Air, district car, private car for personal convenience, etc.)												
BUDGET#	280.631.0000.300.2213.580.10000.00.000											
Lodging:	Room rate	\$	0	x	0	nights	\$		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(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	\$	16	x	6	days	\$	96	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lunch	\$	19	x	7	days	\$	133	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dinner	\$	28	x	6	days	\$	168	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Incidental	\$	5	x	7	days	\$	35	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substitutes:	# of Days	0	x	\$	/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)		\$						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Miscellaneous expenses: (attach explanation)		\$						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL EXPENSES		\$	1882					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

Conference Information

Conference Dates & Times: **June 23-27, 2025**

Name of where conference/training is being held
(i.e. Hotel, School, College, Convention Center): **New Mexico 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 DG: Travel Policy.

Attach your preferred and most economical flight schedule (i.e. Southwest, Delta, United, etc.)

Date & Time you wish to DEPART: **June 22nd**

Date & Time you wish to RETURN: **June 28th**

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
CSA (Per Diem Rate) : **110**

All travelers agree to share lodging as appropriate?

☒ Yes ☐ No

Register under what name(s)?

Jenifer Sexson

Name, Address, Phone number of
lodging establishment:

New Mexico University, MSC 3501 Las Cruces NM 88003

DEADLINE DATE :

Code Information:

NOTE: Please furnish a copy of any information you have on the conference, workshop, training, etc. Please email ORIGINAL travel form with SIGNATURES to Margaret Heim at the district office for approval.



Sexson, Jenifer <jsexson@lyoncsd.org>

2025 Tour of Southwest Agriculture Professional Development

4 messages

William Norris <wnorris1@nmsu.edu>

Tue, Jan 21, 2025 at 3:36 PM

Hello Agricultural Educators,

I hope you had a restful Christmas break and are looking forward to a spring semester full of fun and changing lives! I would love to tell you about the 2025 Tour of Southwest Agriculture coming up on June 23-27, 2025. This tour will provide professional development to agricultural education teachers from across the nation on how food is produced in the southwestern U.S. This tour will begin in Las Cruces, NM, which is uniquely situated 45 minutes from the U.S./Mexico border. This area of New Mexico has many unique agricultural practices, considering it only receives an average of 9-10 inches of rain and 300+ days of sunshine annually. Despite the dry climate, Dona Ana County is the nation's leading pecan producer and is home to the world-famous "Hatch Green Chile" brand, with Hatch, NM, located only 30 minutes from Las Cruces. This area of southern NM also has a great deal of historical significance, with it being the crossroads of the Gadsden Purchase, the Mexican-American war, Poncho Villa's attack on Columbus, and it was the home of Billy the Kid (have you watched Young Guns?). We also plan to tour New Mexico State University (NMSU), which is the premier land grant institution in the state. This tour of southwest agriculture is sure to be fun, educational, and inspiring, with trips planned to local agricultural education programs, agricultural production facilities, White Sands National Park, Puerto Palamos, Mexico, and many other sites. I have listed some frequently asked questions below. If you have any additional questions, feel free to email me at wnorris1@nmsu.edu.

Frequently Asked Questions

How do I register?

- Use this link- <https://tourswag.ezregister.com>

What are the dates for the trip?

- The trip will be June 23-27, 2025. We are asking everyone to fly into El Paso International airport on Sunday June 22nd, and fly out on Saturday, June 28th.

How much does it cost to attend?

- The cost of the trip is \$750 per person for a double occupancy room or \$1100 for a single occupancy room.

What expenses does my registration cover and what does it not cover?

- The registration covers your travel once you arrive in El Paso until you leave El Paso. It also covers your accommodations from when you arrive on Sunday, June 22nd, to when you leave on Saturday, June 28th and entry fees for events. It does not cover your flight to and from El Paso, your food on the trip, or any spending outside of the scheduled events (e.g., souvenirs, rental car if you stay longer/arrive early, etc.)

Where is the best place to arrive by flight?

- El Paso International Airport is the closest and most budget-friendly option.

Will there be a way to get to/from the airport?

- Yes, I plan to operate a shuttle to and from the airport on June 22nd and June 28th.

How will we be transported from location to location?

- The plan is to rent a charter bus for the week. Some participants may choose to rent a vehicle and follow the bus, but that cost will not be covered by the registration.

Do I need a passport to go to Mexico?

- No, as long as you are a U.S. citizen with no active warrants, you should have no problem crossing the border with only a valid driver's license.

When is the deadline to register?

- The deadline to register is May 1st, 2025, or when we sell 45 seats. The seats will be sold on a 'first come-first served' based on who pays their registration.

Can I bring my spouse, mother, brother, etc?

- Absolutely! The double occupancy registration fee is \$750 per person including family.

Will I be staying with someone in the hotel room?

- Yes, if you bring family, we will make sure you are paired with them for accommodations. If you are alone, you will be paired with another person in the hotel room unless you purchase a single-occupancy registration.

Can I pay with a debit card, credit card, check, etc?

- Yes, you can pay with a card using the registration link above, or you can mail a check to ATTN: William Norris PO Box 30003 MSC 3501 Las Cruces, NM 88003-8003 by May 15th.

Can I get a W9 from NMSU?

- Yes, just email me at wnorris1@nmsu.edu.

Can I get an invoice for my payment?

- Yes, just email me at wnorris1@nmsu.edu, and I will send you an invoice.

Can I get graduate credit for attending the trip?

- Absolutely! We can enroll you in a 3-hour special topics course (AXED 5996), and you can transfer it to your institution of choice, or we can get you enrolled at NMSU (some of the cheapest graduate tuition in the country)!

If you have any further questions, please let me know through email at wnorris1@nmsu.edu or my cell phone at (334) 531-7762. We look forward to seeing you in Las Cruces this summer!

Sincerely,



William Norris, Ph.D.

Assistant Professor of Agricultural Education | Department of Agricultural and Extension Education

New Mexico State University | P.O. Box 30003 | MSC 3501 | Las Cruces, NM 88003-8003

106 GTH | Tel: 575-646-4539 | wnorris1@nmsu.edu | <https://axed.nmsu.edu/faculty/william-norris.html>

BE BOLD. Shape the Future.

New Mexico State University

Sexson, Jenifer <jsexson@lyoncsd.org>
To: "Taylor, Nicole" <ntaylor@lyoncsd.org>

Wed, Jan 22, 2025 at 7:23 AM

The registration link is below.

Do you want me to register or you do it for me?
[Quoted text hidden]

Sexson, Jenifer <jsexson@lyoncsd.org>
To: Matia Dreyer <matia.dreyer@lyoncsd.org>

Wed, Jan 22, 2025 at 7:24 AM

----- Forwarded message -----
From: **William Norris** <wnorris1@nmsu.edu>
Date: Tue, Jan 21, 2025 at 3:36 PM
[Quoted text hidden]
[Quoted text hidden]

Trip & Price Details

Price | Payment | Confirmation

✈ Flight [Modify](#)

	Sun 6/22	# 3431 / 2757 RNO → ELP 11:35 AM 7:20 PM	6 hr 45 min	1 stop 	Wanna Get Away
	Sat 6/28	# 2907 / 5241 ELP → RNO 6:40 PM 11:40 PM	6 hr 0 min	1 stop 	Wanna Get Away

Base fare
1 Passenger(s) **\$433.82**

Taxes and fees **\$82.54**

Flight total **\$516.36**

or from \$51/mo*
with  flexpay [Learn more](#)

Helpful Information:

- All fares and fare ranges are subject to change until purchased and are per person for each way of travel.
- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations: the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.
- For more information regarding Cash + Points, visit [Southwest.com/rterms](https://www.southwest.com/rterms)

✈ Flight Extras

Upgrade to Wanna Get Away *plus*

Prices shown per passenger, per one-way.

- ✓ Free same-day confirmed change (taxes and fees may apply)⁶
- ✓ Transferable Flight Credit™⁵
- ✓ 8 Rapid Rewards points per dollar per qualifying flight¹¹


*Please read the [fare rules](#) associated with this purchase.

☐ Upgrade departing trip for \$20

☐ Upgrade returning trip for \$20

☐ Upgrade both for \$40

Flexibility comes with every fare.

 Two bags fly free¹
 No change² or cancel³ fees. Change your flight later without a fee. Fare difference may apply.

¹1st and 2nd checked bags. Weight and size limits apply. ²Fare difference may apply. ³Failure to cancel a reservation at least 10 minutes prior to scheduled departure may result in forfeited flight credits.

BAG FEE *	\$0.00
SUBTOTAL	\$433.82
TAXES & FEES	\$82.54
TRIP TOTAL	\$516.36

[Show price breakdown](#)

Get a \$300.00 statement credit¹

YOU PAY TODAY **\$516.36**
CREDIT ON YOUR STATEMENT **-\$300.00**



and 10,000 Rapid Rewards® points.²
Apply now >

¹After first purchase. ²After you spend \$500 in first three months.

TOTAL AFTER
STATEMENT CREDIT

\$216.36

Not ready to buy yet? [Save this flight for later.](#)

*1st and 2nd checked bags fly free[®]. [Weight and size limits apply.](#)

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Continue

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



Add a Car

Products not confirmed until purchase.

No worries, your flight will remain in your cart while you search for a car.



Add a car



Book now. Pay later!

From \$278.09*/week in

El Paso

**Taxes and fees extra. Taxes apply.



Book now

PICK-UP LOCATION

El Paso, TX -

El Paso, TX - ELP

PICK-UP DATE

6/22



Sun, Jun 22, 2025

PICK-UP TIME

9:00 PM



RETURN LOCATION

El Paso, TX -

El Paso, TX - ELP

RETURN DATE

6/28



Sat, Jun 28, 2025

RETURN TIME

5:00 PM



RENTAL COMPANY (Optional)

No preference



VEHICLE SIZE (Optional)

No preference



Search

Not ready to buy yet? [Save this flight for later.](#)

*1st and 2nd checked bags fly free[®]. [Weight and size limits apply.](#)

Log in for faster checkout

Continue

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

Fare Benefits



Two bags fly free^{®1}

First and second checked bags. Weight and size limits apply. A golf bag or skis in a container acceptable to Southwest[®] can be substituted for one checked bag.

No change² or cancel fees³

If you need to change an upcoming flight itinerary, you'll only pay the difference in fare (if one applies). Failure to cancel a reservation at least 10 minutes prior to scheduled departure may result in forfeited travel funds.

Flight credit⁴

Flight credits will be issued as long as the flight is canceled at least 10 minutes prior to the scheduled departure. Flight credits don't expire and are non-transferable. For travel booked with Rapid Rewards points: starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away[®] or Wanna Get Away Plus[™] reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation.

Transferable Flight Credit^{™5}

Transferable Flight Credit[™] will be issued as long as the flight is canceled at least 10 minutes prior to the scheduled departure. Transferable Flight Credit can be transferred between Rapid Rewards[®] Members. Only one transfer is permitted. For bookings made through a Southwest[®] Business channel, there is a limitation to transfer only between employees within the organization. Transferable Flight Credits don't expire. For travel booked with Rapid Rewards points: starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away[®] or Wanna Get Away Plus[™] reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation.

Free same-day change/standby⁶

Same-day change: On the day of travel, you can switch free of airline charges to another flight with space available departing on the same



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[American Airlines · RNO → ELP](#) > [American Airlines · ELP → RNO](#) > **Review your trip**

Reno to El Paso

4:39pm - 9:07pm (3h 28m, 1 stop)

American Airlines · Sun, Jun 22

[Show details](#) ▼

[Change flight](#)

El Paso to Reno

12:45pm - 3:20pm (3h 35m, 1 stop)

American Airlines · Sat, Jun 28

[Show details](#) ▼

[Change flight](#)

Your fare: Basic Economy

- 💰 Seat choice for a fee: \$22
- ✓ Carry-on bag included
- 💰 1st checked bag for a fee: \$40
- ✗ Non-refundable
- ✗ Changes not allowed

Get more with Main Cabin

- ✓ Seat choice included
- ✓ No change fees

[See all fares](#)

[Upgrade now](#)

+\$70
Roundtrip per traveler

Seats

- 💰 Seat choice for a fee: \$22

[Choose your seats](#)

Bags

- ✓ Personal item included
- ✓ Carry-on bag included
- 💰 1st checked bag for a fee

Purchase bags for this flight through American Airlines after booking.

Fly, drive, save

Trip total

\$477

[View price summary](#)

[Check out](#)

FY 2025 per diem rates for ZIP Code 89408

Change fiscal year: or [New search](#)

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110

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

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00

Additional per diem topics

- [Meals & Incidental Expenses breakdown \(M&IE\)](#)
- [FAQs](#)
- [State tax exemption forms](#)
- [Factors influencing lodging rates](#)
- [Per diem highlights](#)
- [Fire safe hotels](#)
- [Have a per diem question?](#)
- [Downloadable per diem files](#)

Need more information?

- [Rates for Alaska, Hawaii, U.S. territories and possessions \(set by DoD\)](#)
- [Rates in foreign countries \(set by State Dept.\)](#)
- [Federal travel regulations](#)

Related topics

- [Travel resources](#)
- [E-Gov Travel](#)
- [FedRooms](#)
- [POV mileage reimbursement rates](#)