

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees Steve Henderson, Scott Fellows

SCHOOL Silverland Middle School

NAME OF CONFERENCE: 2025 National ESEA (elementary and secondary education act)
(Do Not Use Acronyms)
(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Austin, TX

DATE OF DEPARTURE: 2/18/2025 DATE OF RETURN: 2/21/2025


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
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 an annual project of the National Association of ESEA State Program Administrators (NAESPA) and the only conference focused entirely on federal education programs for disadvantaged students. The Conference emphasizes the critical nature of doing what's right and what's needed today - to help every child succeed and achieve at high levels.

TRAVEL APPROVED: Date

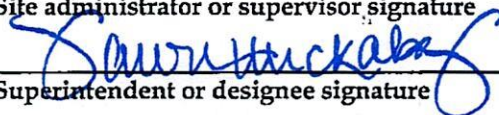
10/3/24



Site administrator or supervisor signature

TRAVEL APPROVED: Date

10/10/24



Superintendent or designee signature

District Office Use Only

Received by District Office: _____ Date: 10/10/24

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: _____ TITLE _____

	<u>Total</u>	<i>District Office</i>	<i>Grant</i>	<i>School Site</i>	<i>Other</i>
BUDGET# 280.633.0000.000.2213.330.10305.31.000 Registration Fees: Attendees <u>2</u> x <u>649</u> Reg. fee \$	1,298.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET# 280.633.0000.000.2213.10305.31.000 Travel By: <u>AIR</u> \$	532.95	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(Air, district car, private car for personal convenience, etc.)</i>					
BUDGET# 280.633.0000.000.2213.10305.31.000 Lodging: Room rate \$ <u>382</u> x <u>3</u> nights \$	1,146.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(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></i>					
Meals: Breakfast \$ <u>20</u> x <u>4</u> days \$	80	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lunch \$ <u>22</u> x <u>4</u> days \$	88	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dinner \$ <u>33</u> x <u>4</u> days \$	132	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Incidental \$ <u>5</u> x <u>4</u> days \$	20	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Substitutes: # of Days <u>4</u> x \$ <u>145</u> /day	580	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.) \$	900.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Miscellaneous expenses: (attach explanation) \$	900.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL EXPENSES	900.00	<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 Dates & Times: February 19-21

Name of where conference/training is being held (i.e. Hotel, School, College, Convention Center): Austin, TX at the Austin Convention Center

Do you need airline reservations? Yes No

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: February 18 at 9:15 am

Date & Time you wish to RETURN: February 21 11:30 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.

Do you need lodging reservations? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Single <input checked="" type="checkbox"/>	Double <input type="checkbox"/>	Triple <input type="checkbox"/>
(Circle Preferences) Note: Lodging must be made by Attendee or Site for purchase order payments only. "No" district office credit card charges.	Smoking <input type="checkbox"/>		Non-Smoking <input checked="" type="checkbox"/>

GSA (Per Diem Rate): 187 All travelers agree to share lodging as appropriate? Yes No

Register under what name(s)?
Steve Henderson, Scott Fellows (Jamie Henderson will share a room with Steve to come out of our budget)

Name, Address, Phone number of lodging establishment:
Hilton Austin Downtown 500 E 4th St Austin, TX 78701

If this activity is sponsored by a large group, does the group have a block of rooms/code reservation name or number reserved in a particular hotel? Yes No

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. Keep copies at your site, as this paperwork will not be returned to you.

NATIONAL ESEA CONFERENCE

[EXHIBIT](#)
[PRESENT](#)
[ATTEND](#)

[SCHEDULE](#)
[HOTELS & TRAVEL](#)
[REGISTER NOW](#)

February 19-21, 2025
Austin, TX & Online

Hilton Austin Downtown

Pricing:

\$382 (including all taxes and fees)

[Make a Reservation](#)

\$402 - triple occupancy

\$422 - quad occupancy

Located in the heart of downtown and connected via skywalk to the Convention Center, Hilton Austin is steps away from the entertainment and dining the city has to offer. Guests are welcomed with first-class customer service, two restaurants, a Starbucks and spacious rooms. Other amenities include a business center, fitness center, complimentary WiFi and a heated rooftop pool with skyline views.

Address:

500 E 4th St
Austin, TX 78701

.2 miles from the Austin Convention Center;
connected via skywalk



Amenities:

- Free WiFi
- Plush bedding
- Mini fridge
- Starbucks
- Austin Taco Project
- CANNON & Belle - Fresh Tex
- Room Service
- 24-hour StayFit Gym
- Business services

Parking:

Self-park: \$48 per day

Valet: \$54 per day

FY 2025 Per Diem Rates for AUSTIN, Texas

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

Primary Destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Austin	Travis	\$173	\$173	\$173	\$187	\$187	\$187	\$173	\$173	\$173	\$173	\$173	\$173



FY 2025 Per Diem Rates for AUSTIN, Texas

Meals & Incidental Expenses (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Austin	Travis	\$80	\$20	\$22	\$33	\$5	\$60.00

^ Hide details

Austin AUS to Reno RNO

Feb 21 • 4:45 pm to 9:12 pm • 1 stop

Duration: 6h 27m

Travelers: 2

Austin AUS to Denver DEN

Feb 21 • 4:45 pm to 6:10 pm

Duration: 2h 25m

Flight Number: UA 2447

Aircraft type: Boeing 737-800

Emissions per seat type: 243 kg CO₂

----- 1H 33M -----

Denver DEN to Reno RNO

Feb 21 • 7:43 pm to 9:12 pm

Duration: 2h 29m

Flight Number: UA 719

Aircraft type: Boeing 737-800

Emissions per seat type: 243 kg CO₂

^ Hide details

Fare	\$900.10
∨ Taxes and fees	\$165.90
2 adults (18-64)	\$450.05/person
Taxes and fees	\$82.95/person
U.S. Transportation Tax	\$18.37
U.S. Transportation Tax	\$15.38
U.S. Passenger Facility Charge	\$4.50
U.S. Passenger Facility Charge	\$4.50
U.S. Flight Segment Tax	\$5.00
Passenger Civil Aviation Security Service Fee	\$5.60
U.S. Flight Segment Tax	\$5.00

U.S. Passenger Facility Charge	\$4.50
U.S. Passenger Facility Charge	\$4.50
U.S. Flight Segment Tax	\$5.00
Passenger Civil Aviation Security Service Fee	\$5.60
U.S. Flight Segment Tax	\$5.00

Total due **\$1,066.00**

or starting from \$113/month ?

Continue

Cart ID: 228961468 ?

EXCLUSIVE OFFER

\$300 + **25,000**
STATEMENT CREDIT **BONUS MILES**
after first purchase after qualifying purchases

\$0 intro annual fee

[Learn more >](#)



You Pay Today	\$1,066.00
Card Statement Credit	-\$300.00

Total After Statement Credit	\$766.00
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Traveler contact information* ∨

Calculate checked baggage charges ∧

Status or memberships? ?

General ∨

Reno, NV → Austin, TX

February 18, 2025

FIRST BAG

\$40

SECOND BAG

\$50

WEIGHT PER BAG

50 lbs (23 kgs)

Austin, TX → Reno, NV

February 21, 2025

FIRST BAG

\$40

SECOND BAG

\$50

WEIGHT PER BAG

50 lbs (23 kgs)

Charges may vary by traveler, depending on status or membership. Charges presented are for informational purposes only and are collected when bags are checked.

Terms & conditions



Learn More:

[View fare rules and restrictions](#)

[Additional baggage charges may apply](#)

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