

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees Ryan Robinson & Judith Ellis

SCHOOL Transportation

NAME OF CONFERENCE: Gray Ram Tactical Training Preview @ Cavelero Mid/High School
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Lake Stevens, Washington

DATE OF DEPARTURE: March 7, 2025

DATE OF RETURN: March 8, 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.

We are excited to introduce a professional development class to our Transportation Department. Gray Ram Tactical Training offers a diverse range of courses tailored to handling hostile and emergency situations, as well as strategies for de-escalating conflicts before they become hostile. Their offerings include Active Shooter and Intruder Response Training, School Bus Hijacking Prevention and Response Training, Verbal and Non-Verbal Indicators of Violence, Concealed Weapon Identification, School Bus Crash Response, and more.

We are requesting approval to travel to Cavelero Middle High School in Lake Stevens, Washington, to observe a training session provided by Gray Ram for their school bus drivers. This will allow us to assess whether the program would be a valuable addition to the annual required in-service training for Lyon County School District school bus drivers.

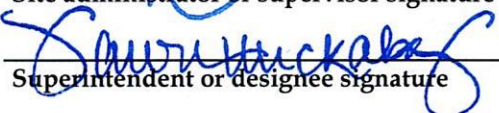
<https://grayramtactical.com/about.html>

TRAVEL APPROVED: Date 1-24-25



Site administrator or supervisor signature

TRAVEL APPROVED: Date 1-24-25



Superintendent or designee signature

District Office Use Only

Received by District Office Date: 1-24-25

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: _____

	<u>Total</u>	<i>District Office</i>	<i>Grant</i>	<i>School Site</i>	<i>Other</i>
BUDGET# Registration Fees: Attendees X Reg. fee \$	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET# 100.170.0000.000.2710.580.10000.00.000 Travel By: Air (Alaska Air) \$	333.20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(Air, district car, private car for personal convenience, etc.)</i>					
BUDGET# 100.170.0000.000.2710.580.10000.00.000 Lodging: Room rate \$ 145.23 x 2 X 2 nights \$	\$290.46	<input checked="" type="checkbox"/>	<input 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 \$ 22.00 x 1 X 2 days \$	44.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch \$ 23.00 x 2 X 2 days \$	92.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dinner \$ 36.00 x 2 X 2 days \$	144.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incidental \$ 5.00 x 2 X 2 days \$	20.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substitutes: # of Days 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.)	\$ 192.68	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Miscellaneous expenses: (attach explanation)	\$ 1116.34	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL EXPENSES					

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

Conference Information

Conference Dates & Times: March 8th, 2025 7:30am

Name of where conference/training is being held
(i.e. Hotel, School, College, Convention Center): Cavelero Mid/High School

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: March 7th, 2025 @ 6:12AM

Date & Time you wish to RETURN: March 8th, 2025 @ 11:30PM

List any special notes here:

Are you renting a car? Yes No How many days? 2

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): 113.00

All travelers agree to share lodging as appropriate?

Yes No

Register under what name(s)?

Ryan Robinson & Judith Ellis

Name, Address, Phone number of
lodging establishment:

Delta Hotels Seattle Everett, 3105 Pine Steet Everett, Washington, 425-339-2000

DEADLINE DATE :

Code Information: 100.170.0000.000.2710.580.10000.00.000

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.



Your cart

[Change flights](#)

Departing

Reno (RNO) to Seattle (SEA)

Friday, March 7

2h 8m 563 miles

AS 1017

2h 8m

6:12 am

8:20 am

RNO

SEA

 AS 1017 | Saver (X)

[Details](#)

[Seats](#)

[Expand](#) 

Returning



11:49 AM - 3:05 PM

AS 1016

1h 49m

9:40 pm

11:29 pm

SEA

RNO

AS 1016 | Saver (X)

[Details](#)

[Seats](#)

[Expand](#)

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Total price

\$333.20

or starting at \$36/mo ⓘ

Sign in and checkout

Continue as guest

Summary of Charges

✕

2 rooms for 1 night(s)

Friday, Mar 07, 2025	128.00 USD
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Total Cash Rate	128.00 USD
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Estimated Government Taxes and Fees	15.23 USD
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Convention / Tourism Fee	2.00 USD
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Total Per Room	145.23 USD
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Total for Stay	290.46 USD
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Additional Charges

On-site parking, fee: 7.00 USD daily

Changes to taxes or fees implemented after booking will affect the total room price

4 Your Information

Pick-Up

Seattle-Tacoma Intl Airport, SEA
Fri, Mar 07, 9:00 AM

Return

Seattle-Tacoma Intl Airport, SEA
Sat, Mar 08, 7:30 PM



Full-Size

Toyota Camry or similar

5 Y

Let us know your price now!

Prices valid for:

09:44

Estimated Total

Base Rate	\$105.98
Mileage	Unlimited
Rental Options	\$23.98
Equipment & Services	\$23.98
e-Toll Unlimited	23.98
Modify	
Protections & Coverages	\$0.00
None Selected	
Modify	
<u>Fees & Taxes</u> Taxes & Fees	\$62.72 \$62.72
Estimated Total	\$192.68
See Rate Terms	

Unlimited Mileage Unlimited Mileage
 \$0 Due Today \$0 Due Today
 Free Cancellation Free Cancellation
 Modify / View Rental Details \$192.68
 or as low as **\$29/Month** with

First Name *

Last Name *

Email *

Yes, send me promotional email offers from Budget and its partners.

Mobile Number *
Get up to 35% Off

Yes, I want to receive text messages regarding my current and upcoming rentals, which may include some promotional messages. For more information, please see our **Terms and Conditions**.

Use your credit card to pay now and secure your vehicle.

or as low as **\$29/Month** with

Travel Information

We recommend providing your Travel information below. These details help us stay informed of any changes in your travel plans and allow our agents to better prepare for your arrival.

Select Airline

Select Airline

Flight Number

Flight Number

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NO

It's quick and easy, all we need from you is password and address

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budget-
(https://www.budget.com/en/reservation#/review-and-book))

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Friday Mar 7
 – Saturday Mar 8
 March 2025
S M T W T F S
 1
 2 3 4 5 6 7 8
 9 101112131415
 16171819202122
 23242526272829
 3031

April 2025
S M T W T F S
 1 2 3 4 5
 6 7 8 9 101112
 13141516171819
 20212223242526
 27282930

Jump to a new date:





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U.S. General Services Administration

FY 2025 per diem rates for Washington

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
Everett / Lynnwood	Snohomish	\$113	\$113	\$113	\$113	\$113	\$113	\$113	\$113	\$140	\$140	\$140	\$113
Ocean Shores	Grays Harbor	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$132	\$132	\$110
Olympia / Tumwater	Thurston	\$128	\$128	\$151	\$151	\$151	\$151	\$151	\$151	\$151	\$175	\$175	\$128
Port Angeles / Port Townsend	Clallam / Jefferson	\$137	\$137	\$137	\$137	\$137	\$137	\$137	\$137	\$137	\$235	\$235	\$137
Richland / Pasco	Benton / Franklin	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130
Seattle	King	\$188	\$188	\$188	\$188	\$188	\$188	\$188	\$188	\$248	\$248	\$248	\$248
Spokane	Spokane	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126
Tacoma	Pierce	\$136	\$136	\$136	\$136	\$136	\$136	\$136	\$136	\$136	\$136	\$136	\$136

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Vancouver	Clark / Cowlitz / Skamania	\$155	\$155	\$155	\$155	\$155	\$155	\$155	\$155	\$155	\$155	\$155	\$155

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
Everett / Lynnwood	Snohomish	\$86	\$22	\$23	\$36	\$5	\$64.50
Ocean Shores	Grays Harbor	\$86	\$22	\$23	\$36	\$5	\$64.50
Olympia / Tumwater	Thurston	\$80	\$20	\$22	\$33	\$5	\$60.00
Port Angeles / Port Townsend	Clallam / Jefferson	\$92	\$23	\$26	\$38	\$5	\$69.00
Richland / Pasco	Benton / Franklin	\$86	\$22	\$23	\$36	\$5	\$64.50
Seattle	King	\$92	\$23	\$26	\$38	\$5	\$69.00
Spokane	Spokane	\$86	\$22	\$23	\$36	\$5	\$64.50
Tacoma	Pierce	\$86	\$22	\$23	\$36	\$5	\$64.50
Vancouver	Clark / Cowlitz / Skamania	\$86	\$22	\$23	\$36	\$5	\$64.50

Additional per diem topics

- [Meals & Incidental Expenses breakdown \(M&IE\)](#)
- [FAQs](#)
- [State tax exemption forms](#)
- [Factors influencing lodging rates](#)
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- [Fire safe hotels](#)
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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](#)
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