

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees Danielle Jenkins

SCHOOL Silverland Middle School

NAME OF CONFERENCE: ACTE's CareerTech VISION
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: San Antonio, Texas

DATE OF DEPARTURE: December 3, 2024 DATE OF RETURN: December 7, 2024

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.

Career and Technical education is growing rapidly with the reality that our young population of career and college ready learners are basing their after graduation choices on what is available, what will gain them the most financial independence, and what will give them the most success in a stable career. The growing rate of adult graduates selecting Career and Technical Education pathways for their careers is rapidly growing. CTE coursework is becoming more popular in middle and high school as electives and coursework opportunities increase for students nationwide. Personally, in my 6 years teaching a CTE based course, I have seen huge growth in my middle school students' excitement for learning about food, nutrition, culinary skills, and food careers. Attending this conference will help support the districts' vision of career and college ready skills, looking towards new and innovative solutions to CTE coursework being integrated or launched in middle schools. This conference will specifically host CTE educators and specialty presenters to demonstrate visions for successful CTE implementation. It is likely I will see unique and innovative CTE opportunities which can include technology, curriculum, programs, and strategies. I am hoping to bring back ideas as a teacher leader and bridge the connection to core subject educators as well.

TRAVEL APPROVED: Date 9-24-2024

Steve Henderson via email

Site administrator or supervisor signature
Sawon Huckaby

Superintendent or designee signature

TRAVEL APPROVED: Date 9/24/24

District Office Use Only
Received by District Office Date: 9-24-24
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: Perkins Local Formula

	<u>Total</u>	<i>District Office</i>	<i>Grant</i>	<i>School Site</i>	<i>Other</i>
BUDGET# 280.631.0000.580.10000.00.000 Registration Fees: Attendees <u>1</u> x <u>610</u> Reg. fee	\$ 610	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET# 280.631.000.580.1000.00.000 Travel By: <u>Air</u> (Air, district car, private car for personal convenience, etc.)	\$ 568.96	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET# 280.631.0000.580.10000.00.000 Lodging: Room rate \$ <u>189</u> x <u>4</u> nights	\$ 756	<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 \$ <u>18</u> x <u>4</u> days	\$ 72	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch \$ <u>20</u> x <u>4</u> days	\$ 80	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dinner \$ <u>31</u> x <u>5</u> days	\$ 155	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incidental \$ <u>5</u> x <u>5</u> days	\$ 25	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substitutes: # of Days <u> </u> X \$ <u> </u> /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.)	\$ 100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Miscellaneous expenses: (attach explanation)	\$ 2,366.96	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL EXPENSES	\$ 2,366.96				

****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 4-7, 2024
Name of where conference/training is being held (i.e. Hotel, School, College, Convention Center):	Henry B Gonzalez Convention Center 900 E. Market Street San Antonio, TX 78205

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:	Tuesday December 3 1:55 PM
Date & Time you wish to RETURN:	Saturday December 7 6:50 PM
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) : <u>137</u>	All travelers agree to share lodging as appropriate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Register under what name(s)?	Danielle M Jenkins
Name, Address, Phone number of lodging establishment:	432 West Market Steet, San Antonio, TX 78205

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.

FY 2025 Per Diem Rates for san Antonio, Texas

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 ⁱ	County ⁱ	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
San Antonio	Bexar	\$137	\$137	\$137	\$137	\$161	\$161	\$137	\$137	\$137	\$137	\$137	\$137

Meals & 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 ⁱ	County ⁱ	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
San Antonio	Bexar	\$74	\$18	\$20	\$31	\$5	\$55.50

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](#)



Trip & Price Details

✈ Flight [Modify](#)

	Price	Payment	Confirmation
<p> Tue 12/3</p> <p># 1411 / 1162 RNO → SAT 11:25 AM 6:35 PM</p> <p>5 hr 10 min 1 stop </p> <p>Wanna Get Away Only 3 left!</p>			<p>Price per Passenger \$483.50</p> <p>Taxes and fees per Passenger \$85.46</p>
<p> Sat 12/7</p> <p># 298 / 1407 SAT → RNO 1:55 PM 6:50 PM</p> <p>6 hr 55 min 1 stop </p> <p>Wanna Get Away Only 5 left!</p>			<p>Total per Passenger \$568.96</p> <p>Passenger(s) x1</p>
			<p>Flight total \$568.96</p> <p>or from \$56/mo* with uplift Learn more</p>

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.
- Cash + Points bookings will not earn Rapid Rewards points, tier qualifying points for A-List or A-List Preferred status, or Companion Pass qualifying points.

✈ 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

Apply upgrade



RATES

[ACTE W9 Form](#) | [Letter of Justification](#)

ATTENDEE REGISTRATION

	Advance by Oct. 13	Regular
VISION Attendee Rates		
ACTE Member	\$610	\$660
Non-member	\$800	\$850
ACTE Gala	\$90	\$90
One Day VISION Attendee Rates		
ACTE Member	\$340	\$340
Non-member	\$465	\$465

Companion Event: NAAE	Advance by Oct. 13	Regular
ACTE Member	\$610	\$660
NAAE Member	\$565	\$615
ACTE Non-Member	\$800	\$850
NAAE Non-Member	\$800	\$850

Companion Event: CTE Research Conference	Regular
ACTE Member	\$495

Non-Member	\$600
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Pre-Conference VISION Tours & Workshops on Dec. 4	Rates
Fox Tech High School Tour	\$90
Henry B. Gonzalez Convention Center Tour	\$90
The Institute of CyberSecurity and Innovation at North East ISD Tour	\$90
Activating Agilities: Building Students' Confidence and Fostering Teamwork	\$175
Broadening the Pipeline: Strategies to Recruit the CTE Educator Workforce	\$175
CTE Admin 101: Total Program Management for New CTE Administrators	\$175
CTE Admin 201: Mastering CTE Data for Program Success	\$175
Classroom and Behavioral Management for New CTE Teachers	\$175
Empowering Educators: Integrating AI into Diverse Disciplines of CTE	\$175
Girls in CTE: Strategies for Recruiting and Retaining Nontraditional Students	\$175
Global Career Readiness: Going Beyond DEI	\$175
How to Build a Talent Pipeline from Kindergarten to Career	\$175
Instructional Excellence for New CTE Teachers	\$175
Optimizing CTOS: Mastering Management with AI	\$175
Preparing Tomorrow's Workforce Through Career Connected Learning	\$175
Supporting Students with Disabilities in CTE	\$175
Reaching and Teaching English Learners in CTE Classrooms	\$175
Revitalizing CTE Instruction: Innovative Strategies for Seasoned Educators	\$210
State Leadership Training	\$25
An Ultimate Talent Development Strategy	\$175
Workforce Readiness: Strategic Instruction for Integrating Employability Skills	\$175

Catapult Masterclass	Career Readiness	Employer Partnerships	Instructional Excellence	Student Recruitment & Marketing	Work-based learning
ACTE Member	\$895.50	\$895.50	\$895.50	\$895.50	\$895.50
Non-Member	\$995	\$995	\$995	\$995	\$995

What does the registration fee include?

The full conference registration fee includes access to all general sessions, 400+ concurrent sessions and the Expo. Workshops and the Awards Gala are an additional cost. Meals are not included, with the exception of the Awards Gala (additional fee) and First-time Attendee Orientation.

What is your speaker/presenter registration policy?

All speakers and presenters are required to register for CareerTech VISION. All accepted speakers/presenters will receive additional information to register online. If you have questions about registering as a speaker/presenter please contact Jessica Rivera at jrivera@acteonline.org.

What is your cancellation policy?

Confirmed registrants may cancel and receive a full refund, minus a \$100 administrative fee through Sept. 13, 2024, for standard conference registration fees. Fifty percent of the standard conference registration fee will be refunded for cancellations received from Sept. 14, 2024 through Oct. 11, 2024. Cancellation requests received after Oct. 11, 2024 are nonrefundable.


Please note, no refunds are provided for individual Gala ticket holders who opt to join a Sponsored Gala Table.


Substitutions Substitutions are allowed by individuals within the same institution/company. Substitutions should have the same membership classification so that the payment is an even exchange transfer of payment. Please email your request for the substitute attendee to registration@acteonline.org with the following information for the substitute: First and Last Name Badge Name Organization/School Address Email

Your Stay

[Edit Stay](#)

 Homewood Suites by Hilton San Antonio-Riverwalk/Downtown

 Tue, Dec 3 – Sat, Dec 7, 2024 (4 nights)

 1 room for 1 adult

Payment and Guest Details

Step 3 of 3

Total for stay

\$897.41

[Hide price details](#)

Price in \$USD

1 Bedroom 1 Queen Bed

Acte Overflow Block

03 Dec 2024	\$189.00
04 Dec 2024	\$189.00
05 Dec 2024	\$189.00
06 Dec 2024	\$189.00

Total room charge

\$756.00

Mandatory Charge: 1.68 % per room, per stay

Total fees

\$12.66

16.75 % per room, per night

Total taxes

\$128.75

Total for stay: \$897.41

 **Arrival Essentials**

Check-in **4:00 PM** Check-out **11:00 AM** Currency **US Dollar** Parking **Valet**

 **Guarantee and Cancellation Policy**

[Book now, pay later](#)

There is a Credit Card required for this reservation. **Free cancellation before 11:59 PM local hotel time on 02 Dec 2024.**

All fields are required unless marked optional.

 **Payment**