

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees Farrah Alexander

SCHOOL Fernley Intermediate School

NAME OF CONFERENCE: National ESEA Conference
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Denver, CO

DATE OF DEPARTURE: 2/9/26

DATE OF RETURN: 2/13/26

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.

This year's conference focus is Cultivation Communities for Student Success. Lyon County School District is very big on building strong school communities and I would like to attend to learn new strategies to strengthen our schools community. We have a large push for PBL's and getting our students ready for their next path towards college, or careers, and working with other's in our field always refreshes what we do and inspires us to do more for our students.

TRAVEL APPROVED: Date 10/9/25

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Site administrator or supervisor signature



Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 10/9/25

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: Title 1

BUDGET# 280.633.0000.000.2400.330.10303.26.000

Registration Fees: Attendees 1 x 649 Reg. fee \$ 649

District Office	Grant	School Site	Other
	✓		

BUDGET# 280.633.0000.000.2400.580.10303.26.000

Travel By: Southwest Airlines \$ 630

(Air, district car, private car for personal convenience, etc.)

	✓		
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BUDGET# 280.633.0000.000.2400.580.10303.26.000

Lodging: Room rate \$ 349 x 4 nights \$ 1396

	✓		
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(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 \$ 23 x 4 days \$ 92
 Lunch \$ 26 x 3 days \$ 78
 Dinner \$ 38 x 4 days \$ 152
 Incidental \$ 5 x 5 days \$ 25

	✓		
	✓		
	✓		
	✓		

Substitutes: # of Days X \$ /day

Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.) \$ 100

Other Miscellaneous expenses: (attach explanation) \$ 3122
 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: 2/19/26-2/12/26

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

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: 2:35 pm Southwest Airlines

Date & Time you wish to RETURN: 3:35 pm Southwest Airlines

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) : 165

All travelers agree to share lodging as appropriate?

☐ Yes ☒ No

Register under what name(s)? Farrah Alexander

Name, Address, Phone number of
lodging establishment: Le Meridian, 1475 California Street, Denver, CO 80202

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.



NATIONAL ESEA CONFERENCE

FEBRUARY 10-12, 2026 | DENVER, CO & ONLINE

Hotel Receipt for your recent stay at

Le Meridian
1475 California Street
Denver CO, 80202

Farrah Alexander
Fernley Intermediate School
320 Highway 95A South
Fernley, NV 89408

Arrival: 02-09-2026
Departure: 02-13-2026
Confirmation: not yet available

Date	Description	Charges	Credits
	Reservation payment		1,396.00
02-09-2026	Accommodation	302.00	
02-09-2026	Mandated taxes and fees	47.00	
02-10-2026	Accommodation	302.00	
02-10-2026	Mandated taxes and fees	47.00	
02-11-2026	Accommodation	302.00	
02-11-2026	Mandated taxes and fees	47.00	
02-12-2026	Accommodation	302.00	
02-12-2026	Mandated taxes and fees	47.00	
	Total:	1,396.00	1,396.00
	Balance:	0.00	

Thank you for making your reservation with the National Association of ESEA State Program Administrators. All room and tax payments for this stay were made to us, consequently any questions concerning this reservation must be directed to us at 800-256-6452; the hotel will not be able to provide details about payments reflected on this receipt.



NATIONAL ESEA CONFERENCE

FEBRUARY 10-12, 2026 | DENVER, CO & ONLINE

Bill to: Farrah Alexander
Fernley Intermediate School
320 Highway 95A South
Fernley, Nevada 89408

Invoice # 2N4A
Date 10/01/2025
Expires 10/31/2025

<u>Item</u>	<u>Description</u>	<u>Amount</u>
Early Bird In-Person Conference Registration	Includes all sessions listed on the 2026 Conference schedule	\$649.00
Le Meridian: Standard King	Farrah Alexander 4 nights check in: 02/09/2026 check out: 02/13/2026 confirmation number not yet available	\$1,396.00 (\$1,208.00 plus \$188.00 taxes + fees)
Total:		\$2,045.00

<u>Payments</u>	<u>Amount</u>
10/01/2025 Credit Card (2580)	\$2,045.00
Total applied:	\$2,045.00

Status: No Payment Due

Balance Due: \$0.00

Make checks payable to: ESEA Network (EIN: 05-0487084)

Ship to address: ESEA Network, 532 N. Franklin St, Fort Bragg, CA 95437

[Check Payment Instructions & W9 Form](#)



Thanks for flying with us!

Trip summary

✈ Flight

CONFIRMATION #
ARP2G9

FEB 9 - 13
RNO ✈ DEN

FLIGHT TOTAL
\$634.92

2/9 - Denver

FEB 9 - 13
Reno/Tahoe, NV to Denver, CO

Confirmation # **ARP2G9**

PASSENGERS	EST. POINTS	FLIGHT	EXTRAS	FARE/SEATS
Farrah Alexander Rapid Rewards® Acct # 22551441964	+7,871 FT®	RNO ✈ DEN	✎ Extra Legroom seat	<u>Choice Extra</u> Seat 1F
		DEN ✈ RNO	✎ Extra Legroom seat	<u>Choice Extra</u> Seat 1F

[Upgrade or modify seats](#)

Departing 2/9/26 Monday

Choice Extra \$260.60
(Passenger x1)



DEPARTS

2:35 PM

RNO

Reno/Tahoe, NV - RNO

FLIGHT
4185
SCHEDULED AIRCRAFT
Boeing 737 MAX8
Subject to change

Nonstop



ARRIVES

5:45 PM

DEN

Denver, CO - DEN

TRAVEL TIME

2hr 10min

SUBTOTAL

\$260.60

Returning

2/13/26 Friday

Choice Extra

(Passenger x1)

\$301.56



DEPARTS

3:35 PM

DEN

Denver, CO - DEN

FLIGHT

4967  

SCHEDULED AIRCRAFT

Boeing 737-700

Subject to change

Nonstop



ARRIVES

5:00 PM

RNO

Rehoboth Beach, NV - RNO

TRAVEL TIME

2hr 25min

SUBTOTAL

\$301.56

Taxes & fees

\$72.76

Flight total

\$634.92

Icon legend



WiFi available



Live TV available

Helpful Information:

- **No-show policy:** If you do not plan to travel on your flight, you must cancel your reservation at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, your reservation will be canceled, and your funds and points may be forfeited. [Learn more](#)
- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards points, your points balance may not immediately update in your account.
- For more information regarding Cash + Points, visit [Southwest.com/rterms](https://www.southwest.com/rterms).
- **REAL ID Requirement:** Do you have a REAL ID? Beginning May 7, 2025, you will need a state-issued REAL ID compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit www.tsa.gov for a list of acceptable forms of ID and additional information regarding REAL ID requirement.

Book your hotel with us and earn up to 10,000 points per night.



Where are you headed? *

Q Denver (CO)

Check-in date *

02/09/2026

Check-out date *

→ 02/13/2026



DoubleTree by Hilton Denver

3★ property

from **\$105**/night

Earn 2,100 Rapid Rewards® points



Hilton Denver City Center

4★ property

from **\$305**/night

Earn 6,000 Rapid Rewards® points



Sonesta Denver Downtown

4★ property

from **\$128**/night

Earn 5,000 Rapid Rewards® points

[Search Hotels](#)

Bag fee summary*

FARE/TIER STATUS	CARRYON	1ST CHECKED BAG	2ND CHECKED BAG
Basic, Choice, Choice Preferred	Free	\$35	\$45
Choice Extra	Free	Free	Free
A-List	Free	Free	\$35
Rapid Rewards® Credit Cardmembers	Free	Free	\$45
A-List Preferred	Free	Free	Free

*Weight and size limits apply. Southwest allows all ticketed Passengers to bring one standard/carryon and one personal item at no cost. Additional allowances, benefits, and/or exceptions may apply. [Learn more.](#)

Payment summary

PAYMENT INFORMATION

AMOUNT PAID



Visa 2580

XXXXXXXXXX X2580

Expiration 1/27

CARD HOLDER
Blake Cooper

BILLING ADDRESS
25 E Goldfield Way
Yerington, NV US 89447

\$634.92

Total charged

SUBTOTAL

\$562.16

TAXES & FEES

\$72.76

TOTAL DOLLARS

\$634.92

Show price breakdown

Total charged

SUBTOTAL

\$562.16

TAXES & FEES

\$72.76

TOTAL DOLLARS

\$634.92

Show price breakdown