

**LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST**

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

Name(s) of Attendees Robert 'Kent' Jones, Kylie Smith, DeAnn Kelsey

SCHOOL East Valley Elementary School

NAME OF CONFERENCE: 2026 National ESEA Conference
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Denver Colorado

DATE OF DEPARTURE: February 9th 2026 DATE OF RETURN: February 12th 2026

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 the National ESEA Conference is three days of learning and skill building focused on supporting disadvantaged children. The event focuses on sharing resources and strategies relevant to Title 1 and other federally funded programs. We will receive updates about the most current funding issues and presenters who have taken steps to help students succeed.

With the information and knowledge we will be receiving and gaining; and included in our registration, conference sessions are digitally recorded and includes access to all session videos for three-months after the Conference.

TRAVEL APPROVED: Date

TRAVEL APPROVED: Date 11/13/25

Robert K Jones
Site administrator or supervisor signature

Stacy Hooper, EdD
Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 11/13/25

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 Grants

BUDGET# 280.633.0000.000.2213.330.10206.26.000

Registration Fees: Attendees 3 x 719 Reg. fee \$ 2157

District Office	Grant	School Site	Other
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BUDGET# 280.633.0000.000.2213.580.10206.26.000

Travel By: Air / 3 x 385.07 \$ 1155.21

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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BUDGET# 280.633.0000.000.2213.330.10206.26.000

Lodging: Room rate \$ 498 x 3 nights \$ 1494

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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 3x2 days \$ 69

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Lunch \$ 26 x 3x2 days \$ 156

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Dinner \$ 38 x 3x2 days \$ 228

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Incidental \$ 5 x 3x2 days \$ 90

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Substitutes: # of Days 3 x \$ 145 /day \$ 435

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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"/>
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Other Miscellaneous expenses: (attach explanation) \$ 5784.21

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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:	February 10th-February 12th 2026
Name of where conference/training is being held (i.e. Hotel, School, College, Convention Center):	Colorado Convention Center, Denver Colorado

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:	February 9th 2026 1:15 pm
Date & Time you wish to RETURN:	February 12th 2026 4:05 pm
List any special notes here:	We would like to arrive the night of the February 9th because the Key note speaker starts at

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

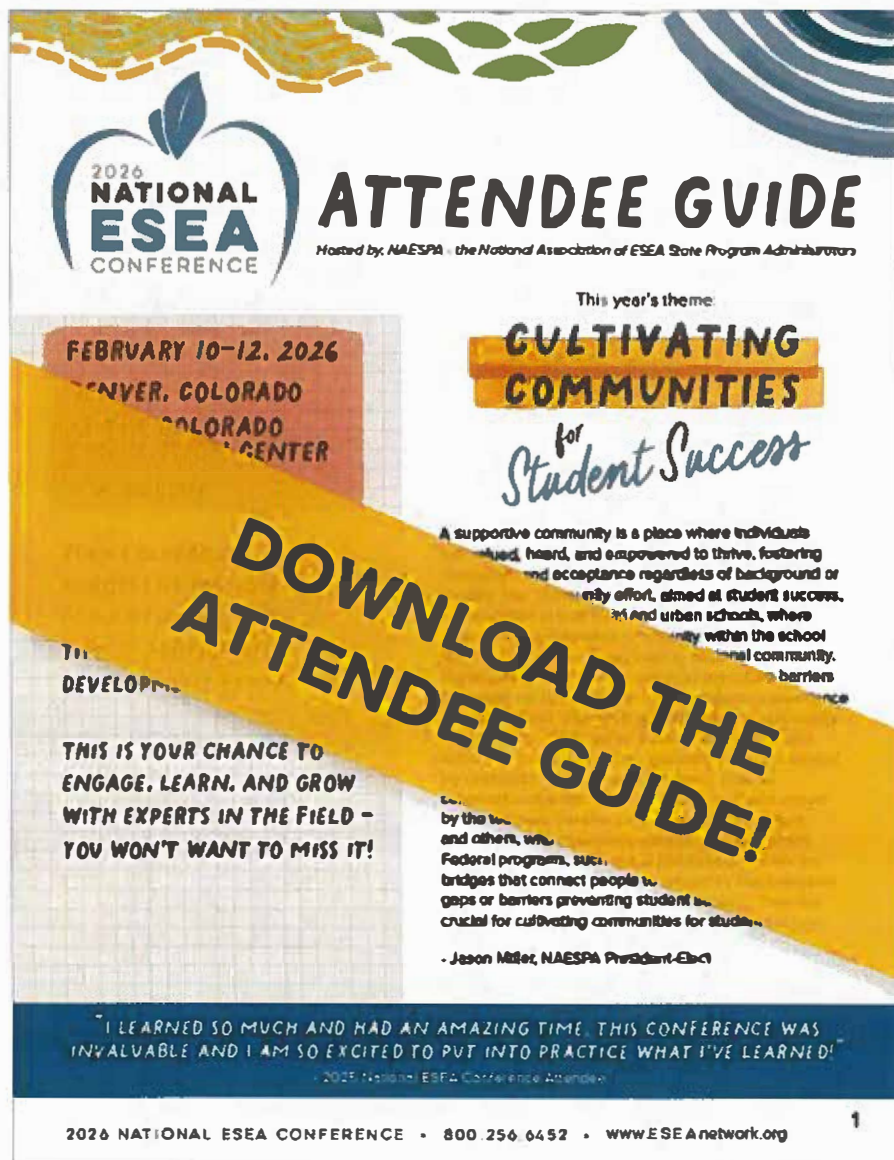
Note: Lodging must be made by Attendee or Site for purchase order payments only. No district office credit card charges.

Lodging GSA (Per Diem Rate) :	All travelers agree to share lodging as appropriate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Register under what name(s)?	Robert Jones, Kylie Smith and DeAnn Kelsey	
Name, Address, Phone number of lodging establishment:	Home2 Suites by Hilton, 801 15th Street, Denver Co, 80202 303.759.1301	

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.



The Attendee Guide has all the information you'll need to attend the 2026 National ESEA Conference. [DOWNLOAD IT NOW!](#)

ATTENDEE POLICIES

Registration Types & Prices

INDIVIDUAL REGISTRATION In-Person & Virtual

\$649 – EARLY BIRD PRICE

Available June 3 - October 31, 2025

No Longer Available

\$719 – STANDARD PRICE

Starting November 1, 2025

[Download the Attendee Guide for More Information](#)

NOTE: If paying by check, the check must be received no later than February 3, 2026.

GROUP REGISTRATION
10 or more people

\$609/each

June 3 - November 30, 2025

[Group Registration FAQs](#)

REGISTER NOW

Exhibit Hall Schedule

The National ESEA Conference includes two full days of exhibits inside the Exhibit Hall and many Conference sessions presented by exhibitors. Be sure to carve out some time on Wednesday and Thursday to get acquainted with exhibiting organizations and learn about their products and services.

Tuesday **February 10**

Exhibit Hall Open
9:15am - 4:45pm

Morning Break
9:30am - 10:30am

Sponsored Sessions
4:15pm - 5:30pm

Flight Details

Book now with our Free 24-Hours Cancellation and Price Match Promise.

Reno to Denver - Mon, Feb 09

Travel time: 2h 15m. Nonstop

1:15 pm — 4:30 pm

RNO (Reno) - DEN (Denver)

Flight Time : 2h 15m

United Airlines
Flight 1534 - Aircraft 738

Cabin: Coach
Brand Name: Basic Economy

Fare Rules

Denver to Reno - Thu, Feb 12

Travel time: 2h 30m. Nonstop

4:05 pm — 5:35 pm

DEN (Denver) - RNO (Reno)

Flight Time : 2h 30m

United Airlines
Flight 1604 - Aircraft 738

Cabin: Coach
Brand Name: Basic Economy

Free 24h Cancellation
Book With Confidence!

Please make your payment within the next 20 minutes to keep this session active

Price Details (USD)

Travelers	Price Per Person	Subtotal
3 x Adult	\$385 ⁰⁷	\$1,155 ²¹

Travel Protection
\$25.99 per person + Add Now

Total Price (USD) \$1,155²¹

As low as \$105/mo with affirm Learn more

All fares are quoted in USD. Some airlines may charge baggage fees. Your credit/debit card may be billed in multiple charges totaling the final total price. Promo Code is off our service fees

Continue to Seats



Schwartz, Mary <mschwartz@lyoncsd.org>

Your Feb-09-2026 Confirmation #55198281

1 message

Home2 Suites by Hilton Confirmed <noreply@h6.hilton.com>
To: mschwartz@lyoncsd.org

Wed, Nov 12, 2025 at 2:17 PM



Join Hilton Honors

Get instant benefits by joining – for free.



See you soon, Robert Jones

Your reservation for Feb-09-2026 has been confirmed.

Confirmation #55198281



**Home2 Suites by Hilton Denver Downtown Convention
Center**



801 15th Street
Denver CO 80202 US
Maps & Directions>>



+13037591301

9

MON
FEB
3 Nights

12

THU
FEB

Check In: 3:00 PM

Check Out: 11:00 AM

[Add to Calendar](#)

Your Room Information

Guest Name:

Robert Jones

Guests:

1 Adult

Rooms:

1

Room Plan:

1 KING STUDIO SUITE

Your Rate Information

BEST AVAILABLE RATE

Rate per night

09-Feb-2026 - 10-Feb-2026

227.00 USD

10-Feb-2026 - 11-Feb-2026

271.00 USD

11-Feb-2026 - 12-Feb-2026

234.00 USD

Total for Stay per Room Rate**732.00 USD****Taxes**

115.29 USD

Total price for Stay**847.29 USD**[Modify Your Reservation >>](#)



Schwartz, Mary <mschwartz@lyoncsd.org>

Your Feb-09-2026 Confirmation #55204151

1 message

Home2 Suites by Hilton Confirmed <noreply@h6.hilton.com>
To: mschwartz@lyoncsd.org

Wed, Nov 12, 2025 at 2:14 PM



Join Hilton Honors

Get instant benefits by joining – for free.



See you soon, Kylie Smith

Your reservation for Feb-09-2026 has been confirmed.

Confirmation #55204151



**Home2 Suites by Hilton Denver Downtown Convention
Center**



801 15th Street

Denver CO 80202 US

Maps & Directions>>



+13037591301

9 MON
FEB

Check In: 3:00 PM

3 Nights

12 THU
FEB

Check Out: 11:00 AM



[Add to Calendar](#)

Your Room Information

Guest Name:

Kylie Smith

Guests:

2 Adults

Rooms:

1

Room Plan:

2 QN BEDS STUDIO SUITE

Your Rate Information

BEST AVAILABLE RATE

Rate per night

09-Feb-2026 - 10-Feb-2026

237.00 USD

10-Feb-2026 - 11-Feb-2026

281.00 USD

11-Feb-2026 - 12-Feb-2026

244.00 USD

Total for Stay per Room Rate

762.00 USD

Taxes

120.02 USD

Total price for Stay

882.02 USD



[_Modify Your Reservation >>](#)



U.S. General Services Administration

FY 2026 per diem rates for Denver, Colorado

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

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Boulder / Broomfield	Boulder / Broomfield	\$80	\$20	\$22	\$33	\$5	\$60.00
Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	\$92	\$23	\$26	\$38	\$5	\$69.00