

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees Cari Bunyard, Tamara Roseberry, Dena Wright

SCHOOL District Office

NAME OF CONFERENCE: Northwest Positive Behavior Interventions Support
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Spokane, Washington

DATE OF DEPARTURE: April 29, 2026

DATE OF RETURN: May 1, 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
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 Northwest Positive Behavior Intervention Supports (PBIS) 2026 Conference brings together educators, school leaders, family partners, and community members to explore how positive relationships form the foundation for thriving Multi-Tiered System of Supports (MTSS) frameworks. The theme, Rooted in Relationships, highlights the critical role of trust, collaboration, and shared purpose in building strong school communities that support every learner. This conference features a rich multi-day agenda designed to support learning, collaboration, and practical skill-building. Activities begin with pre-conference workshops on Wednesday, April 29, offering deep dives into foundational topics such as family engagement, PBIS tiered systems, and classroom practices. The main conference on April 30 - May 1 includes a dynamic mix of keynote sessions, breakout sessions across PBIS strands, an interactive poster showcase, and networking opportunities. Attendees can explore sessions on restorative practices, mental health supports, PBIS strategies, and leadership development — all structured to help educators and school leaders make meaningful progress in their work.

TRAVEL APPROVED: Date March 23, 2026

D. Dutton
Site administrator or supervisor signature

TRAVEL APPROVED: Date 3/23/26

Stacy L. Cooper, EdD
Superintendent or designee signature

District Office Use Only

Received by District Office Date: 3/19/26

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: Trauma Informed Services in Schools (TI

	Total	District Office	Grant	School Site	Other
BUDGET# 280.700.0000.000.2213.330.10000.00.000 Registration Fees: Attendees <u>3</u> x \$ <u>626.16</u> Reg. fee	\$ 1878.48	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET# 280.700.0000.000.2213.580.10000.00.000 Travel By: <u>Air- Southwest Airlines</u> (Air, district car, private car for personal convenience, etc.)	\$ 1018.20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET# 280.700.0000.000.2213.580.10000.00.000 Lodging: Room rate \$ <u>165</u> x <u>3</u> nights	\$ 1109.80	<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>22</u> x <u>3</u> x 3 people days	\$ 198	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch \$ <u>23</u> x <u>3</u> x 3 people days	\$ 207	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dinner \$ <u>36</u> x <u>4</u> x 3 people days	\$ 432	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incidental \$ <u>5</u> x <u>4</u> x 3 people days	\$ 60	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substitutes: # of Days <u>N/A</u> X \$ /day	0	<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.)	\$ 50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Miscellaneous expenses: (attach explanation)	\$ 4953.48	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL EXPENSES	4953.48				

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

Conference Information

Conference Dates & Times: **April 29, 2026 - May 1, 2026**

Name of where conference/training is being held
(i.e. Hotel, School, College, Convention Center): **Spokane 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: **Tuesday, April 28, 2026 @**

Date & Time you wish to RETURN: **Friday, May 1, 2026**

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): **\$126**

All travelers agree to share lodging as appropriate?

Yes No

Register under what name(s)?

Cari Bunyard, Dena Wright, and Tamara Roseberry

Name, Address, Phone number of
lodging establishment:

Double Tree by Hilton Hotel Spokane City Center, 322 North Spokane Falls Court, Spokane, WA (509) 455-9600

DEADLINE DATE: April 7, 2026

Code Information: Book a Room

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.



24th Annual Northwest PBIS Conference

Rooted in Relationships:
Building Community for
Sustainable PBIS

Strong connections, strong systems, strong futures.

April 29 – May 1, 2026 | Spokane Convention Center

Washington Sales Tax: WA has recently enacted a 9.1% sales tax for events both in-person and virtual. We apologize for this inconvenience.

Total **\$682.67**
Includes \$28.07 of processing & fees

Refund Policy: Refunds will be made for extenuating circumstances up until March 1st 2026 for a change fee of \$55. After March 1st we will not make refunds.

ADD ANOTHER REGISTRANT

Registration Summary:	Total
Registrants (x1)	\$654.60
Processing & Fees	\$26.16
<i>Fees include credit card processing fees and third-party software fees</i>	

Total **\$682.67**
Includes processing & fees

APR 28 - MAY 1
✈ RNO → GEG



You chose a Basic fare

Basic fares are non-refundable except as allowed by our 24-hour cancellation policy. Flight changes are allowed but require a fare upgrade. Customers may be eligible for a flight credit if canceled at least 10 minutes prior to the flight's original departure time. Checked bag fees may apply.

Trip & Price Details

Price Passengers Seats Payment Confirmation

✈ Flight Modify

Tue 4/28 # 4014 / 2601
RNO → **GEG** 5 hr 0 min 1 stop ✈ Basic
6:25 PM 11:25 PM

Base fare 1 Passenger(s) **\$268.84**

Taxes and fees **\$70.56**

1 Passenger | Seat assigned at check-in

Flight total **\$339.40**

or from \$34/mo* with flexpay Learn more

Fri 5/1 # 696 / 3860
GEG → **RNO** 6 hr 5 min 1 stop ✈ Basic
5:35 PM 11:40 PM

1 Passenger | Seat assigned at check-in

Helpful Information:

- All fares and fare ranges are subject to change until purchased and are per person for each way of travel.
- For more information regarding Cash + Points, visit [Southwest.com/rterms](https://southwest.com/rterms)

✈ Upgrade Flight

Upgrade to Choice



- ✓ **NEW** Choose a Standard seat at booking¹⁵
- ✓ **NEW** General boarding¹⁶
- ✓ No cancel fee (12-month Transferable Flight Credit™ from original ticketing date)⁶
- ✓ Flight changes allowed, fare difference applies⁸
- ✓ 6x Rapid Rewards® points per dollar³
- ✓ Free same-day change/standby (taxes and fees may apply)⁹
- Ⓜ Checked bag fees may apply²

Prices shown per passenger, per one-way.

Upgrade departing trip for \$36

Upgrade returning trip for \$35

Upgrade both for \$71

Apply upgrade

¹Please read the [fare rules](#) associated with this purchase.



Your stay

[Edit stay](#)

 DoubleTree by Hilton Hotel Spokane City Center

 Tue, Apr 28 – Fri, May 1, 2026 (3 nights)

 1 room for 1 adult

Payment and Guest Details

Step 4 of 4

Total for stay

\$554.90

Total room charge

\$495.00

Total taxes

\$59.90

Price in \$USD

[Show price details](#) 



Guarantee and cancellation policy

Pay when you stay

There is a Credit Card required for this reservation. **Free cancellation before 11:59 PM local hotel time on 27 Apr 2026.**

All fields are required unless marked optional.



Payment

Card number

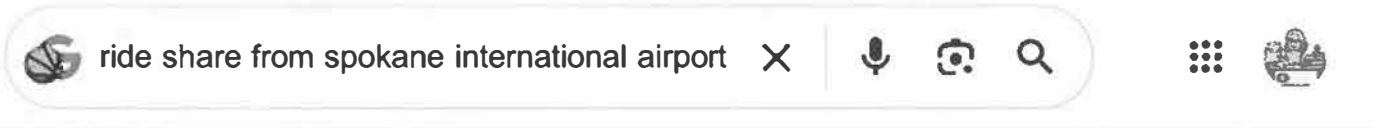
Month

Year



Guest information

First name



AI Mode All News Forums Maps Images Shopping More Tools

These are results for **rideshare** from spokane international airport to **doubletree** inn

Search instead for ride share from spokane international airport to double tree inn

AI Overview

Rideshare services like Uber and Lyft are readily available at Spokane International Airport (GEG) for transport to the DoubleTree by Hilton Hotel Spokane City Center (about 7 miles away). Exit baggage claim to the yellow-striped pavement zone for pickup. Rides take approximately 15-20 minutes, with Uber typically costing around \$18-\$25.

Rideshare Pickup Location (GEG):

- Exit: Baggage Claim Level (Ground Level).
Location: Follow signs to the designated yellow-striped pavement rideshare pickup zone outside the terminal.

Alternatives:

- Taxi/Private Transfer: Available at the airport.
Public Transit: Spokane Transit Authority (STA) Route 60 offers a direct bus from the airport to downtown, with a stop near the DoubleTree.

Note: The DoubleTree by Hilton Spokane City Center generally does not offer a dedicated airport shuttle, making rideshare a convenient option.

Spokane International Airport Pickup: Shuttles & Transfer | Uber

Reserve a ride You can request a ride up to 90 days ahead of time. Reserve options include: * Comfort * Premier * UberX * Ub...





Countdown to America's 250th Anniversary: **106 days**



An official website of the United States government



**U.S. General
Services
Administration**

FY 2026 per diem rates for spokane, Washington

Change fiscal year: or

Daily lodging rates (excluding taxes) | October 2025 - September 2026

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	2025 Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Spokane	Spokane	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126

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&E total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Spokane	Spokane	\$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](#)
- [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](#)
- [FedRooms](#)
- [POV mileage reimbursement rates](#)

Last reviewed: 2023-12-23