

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees Ellen Crane, Taleah Hinkey, Ryan Cross, Amber Cross, Jim Gianotti, Harman Bains, Heather Moyel, Logen Orneals, Donald Fisher, Ashlee Cross, Nicole Hidalgo, Prisciall Castaneda, Vera Margie Byrne, Caitlyn Shinn, Kelsey Lee, Rachel Leach

SCHOOL DO, Silver Stage High, Fernley High

NAME OF CONFERENCE: Nevada Association for Career and Technical Education
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Stateline NV July 14-16 2026

DATE OF DEPARTURE: July 14 2026 DATE OF RETURN: July 16 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.

Annual Nevada Association for Career and Technical Education Conference is being held in Stateline NV July 14-16. This conference is an opportunity for staff to collaborate with others from around the state on topics pertaining to Career and Technical Education and Work Based Learning.

TRAVEL APPROVED: Date 2/20/26

TRAVEL APPROVED: Date 3/4/26



Site administrator or supervisor signature


Superintendent or designee signature

District Office Use Only

Received by District Office Date: 3/4/26

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: Perkins Local

	<u>Total</u>	District Office	Grant	School Site	Other
BUDGET# 280.631.0000.300.2213.580.10000.00.000 Registration Fees: Attendees <u>16</u> x <u>350</u> Reg. fee \$ 5600	\$ 5600	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET# 280.631.0000.300.2213.580.10000.00.000 Travel By: <u>Car</u> \$ _____ (Air, district car, private car for personal convenience, etc.)	\$ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET# 280.631.0000.300.2213.580.10000.00.000 Lodging: Room rate \$ <u>135.86</u> x <u>2x15</u> nights \$ 4075.8	\$ 4075.8	<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>16</u> x <u>2x16</u> days \$ 512	\$ 512	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch \$ <u>19</u> x <u>3x16</u> days \$ 912	\$ 912	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dinner \$ <u>28</u> x <u>2x16</u> days \$ 896	\$ 896	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incidental \$ <u>5</u> x <u>3x16</u> days \$ 240	\$ 240	<input type="checkbox"/>	<input checked="" 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.)	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Miscellaneous expenses: (attach explanation)	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL EXPENSES	\$ 12,235.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Conference Information

Conference Dates & Times: **July 14-16th 2026**

Name of where conference/training is being held
(i.e. Hotel, School, College, Convention Center): **Tahoe Blue Event Center, 75 HWY 50 Stateline NV 89449**

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**:

Date & Time you wish to **RETURN**:

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) : **135.86**

All travelers agree to share lodging as appropriate?

Yes No

Register under what name(s)?

Ellen Crane, Tameah Henney, Ryan Cross, Amber Cross, Jim Gianotti, Harman Bains, Heather Moyel, Logan Orneals, Donald Fisher, Ashlee Cross, Nicole Hidalgo, Priscilla Castaneda, Vera Marz

Name, Address, Phone number of
lodging establishment:

Golden Nugget Lake Tahoe, 50 HWY 50 Stateline NV 8949

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.



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Username

Password

Sign In

[Forgot username?](#) | [Forgot password?](#)

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2026 NVACTE Summer Conference

Registration Rates-

	Member	Non-member
Early bird - <i>Before May 1, 2026</i>	\$350	\$450
Regular - <i>May 1 - June 14, 2026</i>	\$425	\$525
Late - <i>After June 14, 2026</i>	\$500	\$600

Cancellation/Refund Policy- *No refunds*

Program Questions: conference@nvacte.org

Registration Questions: memberservices@acteonline.org

When 7/14/2026 - 7/16/2026



Program

Wednesday, 15 July 2026

7/15/2026

Awards Gala - Extra Ticket

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MANAGE BOOKING

HOTEL DETAILS

SPECIAL OFFERS

START OVER

ENGLISH

24K Select Player Login:

SIGN IN / REGISTER

Golden Nugget Lake Tahoe

50 Hwy 50 Stateline ★★★★★

Tue, Jul 14, 2026 → Thu, Jul 16, 2026

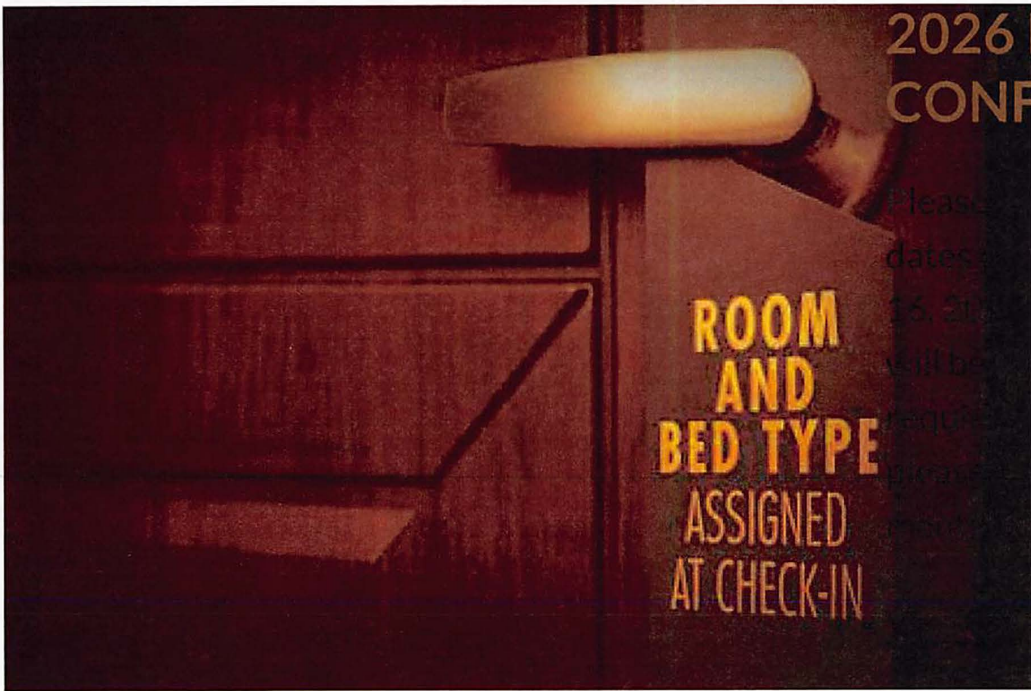
🌙 2 Nights

🛏 1 Room, 1 Adult, 0 Children

Filter Rooms

Sort Price ↓

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2026 NV SUMMER CONFERENCE

Please utilize the calendars below to select the dates for your stay: July 13, 2026 through July 16, 2026. The last day to book any reservations will be June 15, 2026, at 5:00 pm PST. If you require any assistance booking your reservation, please reach out to us at 1-800-634-3454 and use promo code S07NAC

[View Details](#)

From

\$135.86 per night

Includes \$36.86 Taxes and Fees

HIDE ROOMS

Rooms Available with this Offer



HEAVENLY KING BED

Only available with 1 King Bed

Against the backdrop of mesmerizing views of Lake Tahoe and the world-renowned Sierra Nevada mountains. Delivering the utmost in comfort, for a hotel experience that is as relaxing as it is exciting.



Coffee
Maker



Closest to
Casino and
Restaurants

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From

\$135.8

6

per night

**Includes \$36.86 Taxes and
Fees**

[View Price
Breakdown](#)

SELECT
ROOM



J.S. General Services Administration

FY 2026 per diem rates for Nevada

Range fiscal year: or

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

Locations 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
Standard Rate	Applies for all locations without specified rates	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110
Online Village / Reno / Sparks	Washoe	\$138	\$138	\$138	\$138	\$138	\$138	\$138	\$138	\$138	\$184	\$184	\$138
Las Vegas	Clark	\$126	\$126	\$126	\$159	\$159	\$159	\$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&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
Online Village / Reno / Sparks	Washoe	\$80	\$20	\$22	\$33	\$5	\$60.00
Las Vegas	Clark	\$86	\$22	\$23	\$36	\$5	\$64.50

Additional per diem topics

Need more information?

Related topics

- [Meals & Incidental Expenses breakdown \(M&IE\)](#)
- [FAQs](#)
- [State tax exemption forms](#)
- [Factors influencing lodging rates](#)
- [Fire safe hotels](#)
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- [Rates for Alaska, Hawaii, U.S. territories and possessions \(set by DoD\)](#)
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- [Travel resources](#)
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