

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees Jenifer Sexson

SCHOOL Yerington High School

NAME OF CONFERENCE: National Association of Agricultural Educators
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Nashville TN

DATE OF DEPARTURE: 12/8/25

DATE OF RETURN: 12/12/25

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.

The 2025 National Association of Agricultural Educators (NAAE) Convention, scheduled for December 8–12, 2025, in Nashville, Tennessee is the premier professional development event offers over 80 workshops tailored specifically for agricultural educators, providing invaluable opportunities to enhance teaching practices, network with peers, and stay abreast of the latest trends in agricultural education. Additionally, the NAAE Convention is held in conjunction with the ACTE CareerTech Vision conference so I will be able to attend both conventions as part of my professional growth. Attending the NAAE Convention will allow me to:

- Engage in Specialized Workshops: I will be able to attend sessions focused on curriculum development, classroom management, and innovative teaching strategies, directly applicable to our school's agricultural education program and specific to my needs as an agricultural educator.
- Earn Professional Development Credits: Each session I attend will allow me to earn credit hours that contribute to my ongoing professional development and certification requirements.
- Network with Industry Leaders: I will get to connect with fellow educators, industry professionals, and organizations, fostering collaborations that can enhance our program's resources and opportunities.

TRAVEL APPROVED: Date 8/11/2025

KBEck Jr
Site administrator or supervisor signature

TRAVEL APPROVED: Date 8/11/25

Shayla Cooper, EdD
Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 8/11/25

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: Perkins Local

BUDGET# 280.631.0000.300.2213.330.10000.00.000 **Total**
 Registration Fees: Attendees 1 x 595 Reg. fee \$ 595

District Office	Grant	School Site	Other
<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: Air \$ 356.35
 (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# 280.631.0000.300.2213.580.10000.00.000
 Lodging: Room rate \$ 121 x 4 nights \$ 484

<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 \$ 22 x 4 days \$ 88
 Lunch \$ 23 x 5 days \$ 115
 Dinner \$ 36 x 5 days \$ 180
 Incidental \$ 5 x 5 days \$ 25

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Substitutes: # of Days 5 x \$ 195 /day 975

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.) \$ 100

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Miscellaneous expenses: (attach explanation) \$ 2,918.35
TOTAL EXPENSES

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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****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 9-12**

Name of where conference/training is being held
(i.e. Hotel, School, College, Convention Center): **Gaylord Opryland Resort and 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**: **12/8/25 8:55am**

Date & Time you wish to **RETURN**: **12/12/25 6PM**

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) : **248**

All travelers agree to share lodging as appropriate?

☒ Yes ☐ No

Register under what name(s)?

Jenifer Sexson

Name, Address, Phone number of
lodging establishment:

Fairfield Inn 211 Music City Circle, Nashville TN 37214

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.



FY 2025 per diem rates for nashville, Tennessee

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Nashville	Davidson	\$248	\$217	\$217	\$217	\$217	\$217	\$217	\$217	\$217	\$217	\$217	\$248



FY 2025 per diem rates for nashville, Tennessee


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
Nashville	Davidson	\$86	\$22	\$23	\$36	\$5	\$64.50

Fairfield Inn & Suites Nashville At Opryland

   ★ 4.2 (981)

STAY DATES (4 NIGHTS)

 Edit
Mon, Dec 08 → Fri, Dec 12

ROOMS & GUESTS


1 Room, 1 Guest

SPECIAL RATES

Lowest Regular Rate

☐ Use Points/Awards

Select a Room and Rate

 You can select accessible room options after choosing a room.

Showing 4 Results

☐ Show with taxes and fees

Default ▾



Guest room, 2 Queen

Room Details

Rates from

121 USD Avg/Night
484 Total Per Room

[+ View Rates](#)

Feedback



DEC 9 - 12
 **RNO** → **BNA**



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  Payment  Confirmation

 **Flight**  Modify


 **Tue 12/9** # 4184 / 1321
RNO → **BNA** 5 hr 25 min 1 stop  Basic
8:55 AM 4:20 PM **Only 5 left!**

1 Passenger | **Open Seating**

Base fare
1 Passenger(s) **\$284.98**

Taxes and fees **\$71.37**

Flight total **\$356.35**

or from \$35/mo*
with  flexpay [Learn more](#)

 **Fri 12/12** # 1266 / 1912
BNA → **RNO** 7 hr 0 min 1 stop  Basic
6:00 PM 11:00 PM

1 Passenger | **Open Seating**

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://www.southwest.com/rterms)

 **Upgrade Flight**

2025 Convention

Convention Home

Schedule

Housing and Travel

► Registration

Exhibit

Convention Attendee Resources

Sponsorship Opportunities

Registration

NAAE members receive a \$30.00 discounted rate for NAAE Convention and ACTE CareerTech Vision! Make sure you are paying the NAAE rate through our link and marking “Agricultural Education” as your field of specialization.

Registration Costs

	Advance (through 10/13)	Regular
NAAE Convention ACTE Member	\$625	\$675
NAAE Convention NAAE Member	\$595	\$645

NAAE Convention Non-Member	\$815	\$865
NAAE Convention NAAE Student Member	\$180	\$195

Click here to Register for the 2025 NAAE Convention

How to register at NAAE Member Rate:

1. On the NAAE registration page, you will be prompted to enter your email address. Please use the email address that is associated with your ACTE account. This will pre-populate your information on the registration form. If you do not have an ACTE account, please use the "If this is your first ACTE event..." option.
2. If your information is not auto-populated, complete the required fields (in red).?Under the "Field of Specialization" be sure to select Agricultural Education.
3. On the NAAE registration page you will see the option to register as either an NAAE member or a NAAE student member, in addition to additional ACTE event add-ons. Please select accordingly. Remember, this option will register you for the both NAAE and ACTE conventions. *There is no need to register for each convention separately.*
4. After all your events and registration selections are complete, proceed to the next page for review, and then payment options.

Instructions to Register on Behalf of an Attendee or Multiple Attendees

Frequently Asked Questions

- What does registration include? +
- If I applied for an NAAE Award, should I register for NAAE Convention or wait? +
- Help! After entering my email address, my membership status reads "Non-Member." +
- What if the NAAE Registration Rate is *not* listed as a rate option? +
- What if my contact information is auto-populated (grey fields), how can I edit it? +
- What if I cannot login to my account? +