

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

NOTE: See LCSD Board Policy DG: Travel Policy for all requirements.

Name(s) of Attendees Keith Lowe

SCHOOL District Office

NAME OF CONFERENCE: Society of Health and Physical Educators (SHAPE) American National Convention
(Do Not Use Acronyms)
(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Baltimore, Maryland

DATE OF DEPARTURE: March 31, 2025 DATE OF RETURN: April 5, 2025

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.

On April 1-5, 2025, SHAPE America - Society of Health and Physical Educators will be hosting its National Convention & Expo in Baltimore, MD. As an attendee, I can learn best practices for health and physical education, get hands-on experience, and gain valuable insights from experienced teachers -- including SHAPE America's Teachers of the Year.

Research and other evidence continue to show the many benefits of health and physical education for students, and attending this national convention will give me invaluable information, tools, and resources which I can use in my teaching to:

Meet local, state, and national standards for health and physical education;

Create active learning environments that positively affect a broad range of students' academic, health, and social-emotional needs;

Implement a whole-child approach at our school that incorporates social and emotional learning;

Incorporate practical ideas to infuse more physical activity during the school day;

Meet the needs of all students through differentiated instruction;

Advocate for support in the community for HPE programs; and

Meet the needs of all learners using the latest technologies.

The scheduled sessions are research- and evidence-based, and the presenters share best practices for standards-based instruction.

In addition, by attending the national convention, I will benefit from learning and engaging with the SHAPE America National Physical Education Standards and National Health Education Standards, which were released in March 2024.

TRAVEL APPROVED: Date 1-24-2025

Rachel Stewart
Site administrator or supervisor signature

TRAVEL APPROVED: Date 1-27-2025

Saurabhuckab
Superintendent or designee signature

District Office Use Only

Received by District Office Date: 1-24-25

Board Approved: Yes () No () Date: _____

Please ensure that you read and comply with Lyon County School District Policy DG: Travel Policy 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: IDEA Priority Improvements Projects

	Total	District Office	Grant	School Site	Other
BUDGET# 280.642.0000.200.2213.331.10000.00.000 Registration Fees: Attendees X Reg. fee \$	450.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET# 280.642.0000.200.2213.581.10000.00.000 Travel By: Southwest Air \$	583.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(Air, district car, private car for personal convenience, etc.)</i>					
BUDGET# 280.642.0000.200.2213.581.10000.00.000 Lodging: Room rate \$ 249 x 5 nights \$	1,245.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(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></i>					
Meals: Breakfast \$ 22 x 5 days \$	110.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch \$ 23 x 6 days \$	138.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dinner \$ 36 x 6 days \$	216.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incidental \$ 5 x 6 days \$	30.00	<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.)	150.00	<input type="checkbox"/>	<input checked="" 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	\$2,922.00	<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:	April 1-4 8:0 to 5:30; April 5 8:00 to 11:30
Name of where conference/training is being held (i.e. Hotel, School, College, Convention Center):	Hilton Baltimore Inner Harbor

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 DG: Travel Policy.

Attach your preferred and most economical flight schedule (i.e. Southwest, Delta, United, etc.)

Date & Time you wish to DEPART:	March 31 7:50AM Flights 1801-3497
Date & Time you wish to RETURN:	April 5 5:15PM Flights 1262/4183
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): 150	All travelers agree to share lodging as appropriate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Register under what name(s)?	Keith Lowe
Name, Address, Phone number of lodging establishment:	Hilton Baltimore Inner Harbor, 401 W. Pratt Street, Baltimore, MD 21201; 443-573-8700

DEADLINE DATE: _____ Code Information: _____

NOTE: Please furnish a copy of any information you have on the conference, workshop, training, etc. Please email ORIGINAL travel form with SIGNATURES to Margaret Heim at the district office for approval.

2025 National Convention & Expo Schedule-at-a-Glance

Tuesday, April 1	
8:00 a.m. – 9:00 a.m.	Educational Sessions
9:15 a.m. – 10:15 a.m.	Educational Sessions
10:30 a.m. – 11:30 a.m.	Educational Sessions
11:45 a.m. – 12:45 p.m.	Educational Sessions
12:45 p.m. – 1:15 p.m.	Lunch Break
1:15 p.m. – 2:15 p.m.	Educational Sessions
2:30 p.m. – 3:30 p.m.	Educational Sessions
4:00 p.m. – 5:30 p.m.	Opening General Session
6:00 p.m. – 8:00 p.m.	Opening Celebration

Wednesday, April 2	
6:45 a.m. – 7:45 a.m.	Morning Wellness Session
8:00 a.m. – 9:00 a.m.	Educational Sessions
9:00 a.m. – 9:30 a.m.	Exclusive Exhibit Hall Hours <i>(Exhibit Hall Grand Opening!)</i>
9:30 a.m. – 10:30 a.m.	Coffee Talks (in Exhibit Hall)
10:45 a.m. – 11:45 a.m.	Educational Sessions
12:00 p.m. – 1:00 p.m.	Educational Sessions
1:00 p.m. – 2:00 p.m.	Exclusive Exhibit Hall Hours <i>(Exhibit Hall Closes at 2:00)</i>
2:00 p.m. – 3:00 p.m.	Educational Sessions
3:15 p.m. – 4:15 p.m.	Educational Sessions
4:30 p.m. – 5:30 p.m.	Educational Sessions

Thursday, April 3	
6:45 a.m. – 7:45 a.m.	Morning Wellness Session
8:00 a.m. – 9:00 a.m.	Educational Sessions
9:00 a.m. – 9:30 a.m.	Exclusive Exhibit Hall Hours
9:30 a.m. – 10:30 a.m.	Coffee Talks (in Exhibit Hall)
10:45 a.m. – 11:45 a.m.	Educational Sessions
12:00 p.m. – 1:00 p.m.	Educational Sessions
1:00 p.m. – 2:00 p.m.	Exclusive Exhibit Hall Hours <i>(Exhibit Hall Closes at 2:00)</i>
2:00 p.m. – 3:00 p.m.	Educational Sessions
3:15 p.m. – 4:15 p.m.	Educational Sessions
4:30 p.m. – 5:30 p.m.	Educational Sessions

Friday, April 4	
6:45 a.m. – 7:45 a.m.	Morning Wellness Session
8:00 a.m. – 9:00 a.m.	Educational Sessions
9:00 a.m. – 9:30 a.m.	Exclusive Exhibit Hall Hours
9:30 a.m. – 10:30 a.m.	Coffee Talks (in Exhibit Hall)
10:45 a.m. – 11:45 a.m.	Educational Sessions
12:00 p.m. – 1:00 p.m.	Educational Sessions <i>(Exhibit Hall Closes at 12:00)</i>
1:00 p.m. – 1:30 p.m.	Lunch Break
1:30 p.m. – 2:30 p.m.	Educational Sessions
2:45 p.m. – 3:45 p.m.	Educational Sessions
4:00 p.m. – 5:30 p.m.	Closing General Session/ Live Announcement: 2025 National Teachers of the Year

Saturday, April 5	
8:00 a.m. – 9:00 a.m.	Educational Sessions
8:00 a.m. – 12:00 p.m.	Ticketed Workshops
9:15 a.m. – 10:15 a.m.	Educational Sessions
10:30 a.m. – 11:30 a.m.	Educational Sessions

Note: All times listed as in Eastern Time.



U.S. General Services Administration

FY 2025 per diem rates for baltimore, Maryland

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
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00
Annapolis	Anne Arundel	\$80	\$20	\$22	\$33	\$5	\$60.00
Baltimore City	Baltimore City	\$86	\$22	\$23	\$36	\$5	\$64.50



FY 2025 per diem rates for baltimore, Maryland

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
Standard Rate	Applies for all locations without specified rates	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110
Annapolis	Anne Arundel	\$161	\$125	\$125	\$125	\$125	\$125	\$125	\$161	\$161	\$161	\$161	\$161
Baltimore City	Baltimore City	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150

Reserve Housing Now

Lodging Lineup

Great rates, convenient locations, and an A+ support team await! Learn more about hotels, locations and pricing.

Hotel Name and Location	Rates Based on Occupancy (per night, does not include taxes or other fees)	Hotel Features
<p>Hilton Baltimore Inner Harbor (headquarters hotel) 401 W Pratt Street Baltimore, MD 21201</p>	<p>Single/Double: \$249 Triple: \$269 Quad: \$289</p>	<ul style="list-style-type: none"> ➤ Overlooks historic Oriole Park at Camden Yards ➤ Indoor pool and sauna and fitness center ➤ Close to the action
<p>Baltimore Marriott Inner Harbor at Camden Yards 110 S. Eutaw Street Baltimore, MD 21201</p>	<p>Single/Double/Triple/Quad: \$179</p>	<ul style="list-style-type: none"> ➤ Artisanal pizza restaurant, BricknFire ➤ 24-hour fitness center ➤ Close to the action
<p>Sheraton Inner Harbor Hotel 300 South Charles Street Baltimore, MD 21201</p>	<p>Single/Double: \$234 Triple: \$254 Quad: \$274</p>	<ul style="list-style-type: none"> ➤ Attached, elevated walkway to Baltimore Convention Center ➤ 24-hour fitness center with Peloton Bikes ➤ Close to the action
<p>Renaissance Baltimore</p>		<ul style="list-style-type: none"> ➤ Close to Power Plant Live! district and across

MAR 31 - APR 5
✈ RNO → BWI [Modify](#)

✈ Depart: RNO ✈ BWI

Reno/Tahoe, NV - RNO to Baltimore/Washington, MD - BWI

Government taxes & fees included \$ Points
All fares are rounded up to the nearest dollar.

SAT Mar 29 SUN Mar 30 **MON Mar 31** TUE Apr 01 WED Apr 02

Low Fare Calendar

\$300 statement credit and 10,000 points.



Departing flights

Departing flights	Number of stops	Duration	Business Select	Anytime	Wanna Get Away plus	Wanna Get Away
# 1801 / 3497 7:50 AM → 5:55 PM	1 stop Change planes LAS	7h 5m	\$499	\$449	\$389	\$369

Wanna Get Away

EARN **1,916** Rapid Rewards® points¹¹

- ✔ Non-refundable (flight credit if you cancel)⁴
- ✔ No change² or cancel fees³
- ✔ Free same-day standby (taxes and fees may apply)⁶

✔ **SELECTED**

Upgrade to Wanna Get Away plus

- Earn 2,703 Rapid Rewards® points¹¹
- Transferable Flight Credit™⁵
- Free same-day confirmed change (taxes and fees may apply)⁶

for only **\$20** more

[Upgrade](#)

✕ [Clear flight selection](#)

Great Deal Southwest Vacations

Save up to \$375 with Flight + Hotel

[See packages](#)

[Select next flight](#)

Fare Benefits

Two bags fly free^{®1}

First and second checked bags. Weight and size limits apply. A golf bag or skis in a container acceptable to Southwest[®] can be substituted for one checked bag.

No change² or cancel fees³

If you need to change an upcoming flight itinerary, you'll only pay the difference in fare (if one applies). Failure to cancel a reservation at least 10 minutes prior to scheduled departure may result in forfeited travel funds.

Flight credit⁴

Flight credits will be issued as long as the flight is canceled at least 10 minutes prior to the scheduled departure. Flight credits don't expire and are non-transferable. For travel booked with Rapid Rewards points: starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away[®] or Wanna Get Away Plus™ reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation.

MAR 31 - APR 5
✈ RNO → BWI [Modify](#)

✈ Depart:

Your trip to: **Baltimore/Washington, MD (BWI)** **Mon 3/31** # 1801 / 3497 **RNO** ✈ **BWI** 7 hr 5 min | 1 stop [Change flight](#)

✈ Return: BWI → RNO

Government taxes & fees included
All fares are rounded up to the nearest dollar.

Baltimore/Washington, MD - BWI to Reno/Tahoe, NV - RNO

THU
Apr 03

FRI
Apr 04

SAT
Apr 05

SUN
Apr 06

MON
Apr 07

Low Fare Calendar

\$300 statement credit and 10,000 points.



Returning flights	Number of stops	Duration	Business Select	Anytime	Wanna Get Away plus	Wanna Get Away
# 1262 / 4183 5:15 PM → 11:50 PM	2 stops Change planes LAS	9h 35m	\$830 5 left	\$780	\$234 2 left	\$214 2 left

Wanna Get Away

EARN **1,023** Rapid Rewards® points¹¹

- ✔ Non-refundable (flight credit if you cancel)⁴
- ✔ No change² or cancel fees³
- ✔ Free same-day standby (taxes and fees may apply)⁶

SELECTED

Upgrade to Wanna Get Away plus

- Earn 1,512 Rapid Rewards® points¹¹
- Transferable Flight Credit™⁵
- Free same-day confirmed change (taxes and fees may apply)⁶

for only **\$20** more

[Upgrade](#)

Clear flight selection

Great Deal Southwest Vacations
Save up to **\$375** with Flight + Hotel

[See packages](#)

[Continue](#)

Fare Benefits

Two bags fly free^{®1}

First and second checked bags. Weight and size limits apply. A golf bag or skis in a container acceptable to Southwest[®] can be substituted for one checked bag.

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If you need to change an upcoming flight itinerary, you'll only pay the difference in fare (if one applies). Failure to cancel a reservation at least