

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees Taleah Hinkey

Mara Spencer

SCHOOL District Office

NAME OF CONFERENCE: 2025 National Work-Based Learning Conference
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Bellevue, WA

DATE OF DEPARTURE: 4/2/25

DATE OF RETURN: 4/4/25

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.

Attending the Work-Based Learning conference will afford me the opportunity to learn and collaborate with Work-Based Learning experts from across the country. I would like to attend sessions on strengthening current Work-Based Learning opportunities, building stronger business and industry partner relationships, learn strategies for connecting with students to ensure all students are aware of the opportunities that exist and to develop/expand student involvement in Work-Based Learning, as well as expand our Special Education Work-Based Learning opportunities.

TRAVEL APPROVED: Date 12/18/24



Site administrator or supervisor signature

TRAVEL APPROVED: Date 1/6/25



Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 1/6/25

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: Perkins Local Formula

	Total	District Office	Grant	School Site	Other
BUDGET# 280.631.0000.300.2213.330.10000.00.000 Registration Fees: Attendees <u>2</u> x <u>395</u> Reg. fee \$ <u>790</u>	\$ 790	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET# 280.631.0000.580.10000.00.000 Travel By: <u>Air (\$341.20 ea)</u> \$ <u>682.40</u> (Air, district car, private car for personal convenience, etc.)	\$ 682.40	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET# 280.631.0000.580.10000.00.000 Lodging: Room rate \$ <u>264.71</u> x <u>2</u> nights \$ <u>1058.84</u>	\$ 1058.84	<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>23</u> x <u>2</u> days \$ <u>92</u> Lunch \$ <u>26</u> x <u>3</u> days \$ <u>156</u> Dinner \$ <u>38</u> x <u>2</u> days \$ <u>152</u> Incidental \$ <u>5</u> x <u>5</u> days \$ <u>50</u>	\$ 92 \$ 156 \$ 152 \$ 50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substitutes: # of Days <u> </u> X \$ <u> </u> /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.) \$ <u>200</u>	\$ 200	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Miscellaneous expenses: (attach explanation) \$ <u>3181.24</u> TOTAL EXPENSES	\$ 3181.24	<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: ACTE's National Work-Based Learning Conference 2025

Name of where conference/training is being held
(i.e. Hotel, School, College, Convention Center): Hyatt Regency Bellevue on Seattle's Eastside

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: 4/2/25 10:17am

Date & Time you wish to RETURN: 4/4/25 5:15pm

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): 188

All travelers agree to share lodging as appropriate?

Yes No

Register under what name(s)?

Taleah Hinkey & Mara Spencer

Name, Address, Phone number of
lodging establishment:

Hyatt Regency Bellevue on Seattle's Eastside 900 Bellevue Wy NE Bellevue WA 98004

DEADLINE DATE: _____

Code Information: ACTE Work-Based Learning Conference

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.



Register Now

Review

Review the information below to confirm your registration is correct. Then, click Continue to submit your payment and complete the registration process.

Qty	Description	Amount
1	Taleah Hinkey (Lyon County School District)	
1	WBL ACTE Member	\$395.00
	Balance Due	\$395.00

Enter your discount code in the box provided below. Then, select the Apply Discount button.

Group Registration

Group Registrations: Select the button below to add an additional attendee.

[Add a Third and Fourth Attendee](#)

[Back](#) [Continue](#)



Schedule at a Glance

Wednesday, April 2, 2025	
8:00 - 11:00 am	ACTE WBL Division Policy Committee Meeting (by invite only)
1:00 - 3:00 pm	Tour 1 (additional fee required)
1:00 - 3:00 pm	Tour 2 (additional fee required)
3:00 - 4:00 pm	WBL 101 (first-timers session) - Hilton
4:00 - 7:00 pm	Badge pick-up
4:30 - 6:30 pm	Pre-conference Welcome Reception
Thursday, April 3, 2025	
7:30 am	Registration opens
8:00 am - 4:00 pm	Exhibits open
8:00 - 8:45 am	Breakfast
9:00 - 10:30 am	Welcome, Awards Celebration & Keynote Speaker
10:30 - 10:55 am	Visit exhibits
11:00 am - 12:00 pm	Concurrent session (1) - 9 options
2:10 - 1:05 pm	Lunch w/ Regional Tables
	WBL Division Business Meeting
1:15 - 2:15 pm	Concurrent session (2) - 9 options
2:30 - 3:30 pm	Concurrent session (3) - 9 options
3:45 - 4:00 pm	Thursday break & visit exhibitors
4:15 - 5:15 pm	Employer-Student (internship plenary session)
5:20 - 6:00 pm	Happy Hour in Exhibit Hall
Friday, April 4, 2025	
7:30 - 8:30 am	Registration open; Breakfast
8:00 - 11:00 am	Registration open; Breakfast
8:00 - 9:00 am	Concurrent session (4) - 9 options + Mega Session
9:15 - 10:15 am	Concurrent session (5) - 9 options + Mega Session
10:20 - 10:45 am	Friday morning break & visit exhibitors + Closing Remarks & Prizes
10:45 - 11:45 am	Concurrent session (6) - 9 options

Your cart

[Change flights](#)

Departing

Reno (RNO) to Seattle (SEA)

Wednesday, April 2

7h 55m 563 miles

AS 2021

10:17 am

RNO

7h 55m

12:12 pm

SEA

AS 2021 (Saver (S)) | Operated by Horizon Air as Alaska Horizon

Check-in with Alaska Airlines

[Details](#) [Seats](#)

[Expand](#)

Returning

Seattle (SEA) to Reno (RNO)

Friday, April 4

7h 45m 563 miles

AS 2242

3:35 pm

SEA

7h 45m

5:16 pm

RNO

AS 2242 (Saver (S)) | Operated by Horizon Air as Alaska Horizon

Check-in with Alaska Airlines

[Details](#) [Seats](#)

[Expand](#)

Keep your travel flexible with Main

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- Get all of our Elite benefits, complimentary upgrades, and Manage My Trip perks

+\$90 USD
per passenger
Total \$180.00
Full refund guarantee

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Give yourself the royal treatment - look for Premium Class when selecting your seats.

[Remind me](#) Starting at \$56 USD

We'll remind you when you select your seats

- Priority boarding and overhead bin access
- 4 extra inches of legroom compared to Main
- Cocktails on us for flights over 350 miles

Fare rules

Change and cancellation policy

Baggage policy

Price guarantee

Approx. Fare	Approx. Taxes	Approx. Fees	Approx. Total	Approx. Price
\$100.00	\$10.00	\$10.00	\$120.00	\$120.00
\$150.00	\$15.00	\$15.00	\$180.00	\$180.00
\$200.00	\$20.00	\$20.00	\$240.00	\$240.00
\$250.00	\$25.00	\$25.00	\$300.00	\$300.00
\$300.00	\$30.00	\$30.00	\$360.00	\$360.00

Popular destinations

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Total price

_____ [Continue as guest](#)

\$341.29
or starting at \$37/mo

Hyatt Regency Bellevue on Seattle's Eastside

1 Queen and 1 Double Bed
 Wed, Apr 2, 2025 - Fri, Apr 4, 2025
 1 Room, 1 Guest
 Acte 2025 Wbl...



Price Summary

Total Cost Per Room*	\$529.41
2 Night Stay	\$458.00
Wed, Apr 2	\$229.00
Thu, Apr 3	\$229.00
Taxes & Fees	\$71.41
State tax	\$29.77
City tax	\$10.08
Conv tax	\$26.56
Tourism asmt fee	\$5.00

[Hide Price Details ^](#)

*Changes in taxes or fees will affect the total price.

Earn up to \$300 in Hyatt credit

Plus, 10,000 Bonus Points



Price for stay:	\$529.41
Hyatt credit:	-\$300.00
Total after Hyatt credit:	\$229.41

[LEARN MORE & APPLY NOW ↗](#)

Price for stay and Hyatt credit may post on separate statements.

Contact Information

[i](#) **Already a member?** Sign In for faster booking, or continue as a guest. [SIGN IN](#)

Prefix (Optional)

* Given / First Name

* Surname / Last Name

* Email

* Phone Number

Text Me Updates (Optional)

By turning on the switch, I provide my signature to agree to receive automated texts with info about reservations, offers & promos from Hyatt and its agents to the number I provided. Consent to texts is not a requirement or condition of purchase. Msg & data rates apply. I agree to the [Terms](#)



Payment Information

Credit Card

We accept all major credit cards.

Save this card for future use (Optional)



MEMBERSHIP HAS ITS REWARDS

Enjoy free nights, member rates, room upgrades and more. It's fast and easy to join.

Join World of Hyatt for free
 (Optional)

* Create Password

FY 2025 per diem rates for Bellevue, Washington

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
Seattle	King	\$92	\$23	\$26	\$38	\$5	\$69.00

FY 2025 per diem rates for Bellevue, Washington

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
Seattle	King	\$188	\$188	\$188	\$188	\$188	\$188	\$188	\$188	\$248	\$248	\$248	\$248