

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees Jenifer Sexson, Sydney Botts, Matia Dreyer, Kevin Kruse
SCHOOL Yerington High School, Fernley High School, Smith Valley School

NAME OF CONFERENCE: National Association of Ag Educators Convention
(Do Not Use Acronyms)
(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: New Orleans, LA

DATE OF DEPARTURE: 12/1/26 DATE OF RETURN: 12/5/26


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.

We would like to request your support to attend the National Association of Agricultural Educators (NAAE) Convention, taking place December 1 - 5, 2026, in New Orleans, Louisiana. The NAAE Convention is the premier professional development event for agricultural educators and provides opportunities to connect, collaborate, and exchange ideas with agriculture teachers from across the country. This event also coincides with the ACTE CareerTech VISION 2026 which gives me the great opportunity to connect with not only agricultural educators but career and technical educators nationwide.

The NAAE Convention offers high-quality professional development designed to help agricultural educators strengthen their programs and better serve our students in agricultural education and FFA. The knowledge and resources gained at the convention directly support our students by enhancing instructional practices, strengthening program management, and expanding opportunities for students.

TRAVEL APPROVED: Date 4/3/26



Site administrator or supervisor signature

TRAVEL APPROVED: Date 4/14/26



Superintendent or designee signature

District Office Use Only
Received by District Office Date: 4/14/26
Board Approved: Yes () No () Date: _____

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KBEg
Site administrator or supervisor signature

TRAVEL APPROVED: Date 4/14/26

Stacy L Cooper, EdD
Superintendent or designee signature

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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>	<i>District Office</i>	<i>Grant</i>	<i>School Site</i>	<i>Other</i>
BUDGET# 280.631.0000.300.2213.810.10000.00.000 Registration Fees: Attendees <u>4</u> x <u>560</u> Reg. fee \$	2240	<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>Air \$487x4</u> \$	1948	<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# 280.631.0000.300.2213.580.10000.00.000 Lodging: Room rate \$ <u>224</u> x <u>4</u> nights \$	896x4	<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 \$ <u>20</u> x <u>5</u> days \$	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch \$ <u>22</u> x <u>5</u> days \$	110	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dinner \$ <u>33</u> x <u>5</u> days \$	165	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incidental \$ <u>5</u> x <u>5</u> days \$	25	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substitutes: # of Days <u>4</u> x \$ <u>195</u> /day	3120	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)	200	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Miscellaneous expenses: (attach explanation)	12692	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL EXPENSES	\$ 12692				

****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 1-5 2026**

Name of where conference/training is being held
(i.e. Hotel, School, College, Convention Center): **Hilton New Orleans Riverside**

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: **Dec 1st Morning**

Date & Time you wish to RETURN: **Dec 5th afternoon**

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) : **157**

All travelers agree to share lodging as appropriate?

Yes No

Register under what name(s)?

Jenifer Sexson, Kevin Kruse, Matia Dreyer, Sydney Botts

Name, Address, Phone number of
lodging establishment:

Courtyard Marriott New Orleans Downtown, 124 St Charles Ave New Orleans 70130

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.



An official website of the United States government



U.S. General Services Administration

FY 2026 per diem rates for new orleans, Louisiana

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
New Orleans	Orleans / Jefferson Parishes	\$157	\$157	\$157	\$157	\$179	\$179	\$179	\$179	\$133	\$133	\$133	\$157

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
New Orleans	Orleans / Jefferson Parishes	\$80	\$20	\$22	\$33	\$5	\$60.00

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

Registration Fees

Please select your registration fee below. Register early and save!

Interested in membership? Receive a discount on your registration fee by joining ACTE's thriving community of CTE professionals and gaining access to a wealth of world-class CTE resources. Learn more at www.acteonline.org/join.

If you are a student or retiree, please reach out to registration@acteonline.org or 800-826-9972 for more information.

Clear Selection

<input checked="" type="checkbox"/>	NAAE	EARLY BIRD (THRU 7/31)
<input type="checkbox"/>	NAAE Convention ACTE Member	\$590.00
<input checked="" type="checkbox"/>	NAAE Convention NAAE Member	\$560.00
<input type="checkbox"/>	NAAE Convention NAAE Non-Member	\$780.00
<input type="checkbox"/>	NAAE Convention ACTE/NAAE Student	\$155.00
<input checked="" type="checkbox"/>	EXCELLENCE AWARDS	PRICE
<input type="checkbox"/>	ACTE Excellence Awards Gala (Additional Fee Required) Wednesday, December 02, 2026, 7:00 PM - 9:00 PM 699 Left.	\$110.00
<input type="checkbox"/>	ACTE Excellence Awards Gala (Additional Fee Required) Table 700 Left.	\$1,300.00
<input checked="" type="checkbox"/>	STATE ASSOCIATION LEADERSHIP TRAINING PROGRAM	PRICE
<input type="checkbox"/>	State Association Leadership Training Wednesday, December 02, 2026, 8:00 AM - 4:00 PM 85 Left.	\$40.00
<input checked="" type="checkbox"/>	TOURS	PRICE
<input type="checkbox"/>	New Orleans Career Center Tour: A behind-the-scenes look at New Orleans' premier CTE training hub Wednesday, December 02, 2026, 11:45 AM - 1:00 PM 52 Left. Step inside the New Orleans Career Center to see how industry-informed training spaces, employer partnerships, and work-based learning are preparing the city's young people for high-demand careers.	\$95.00
	11:45am: Attendees board bus at convention center 12:00pm - 12:20pm: Bus departs and heads to NOCC 12:30pm - 1:30pm: Intro & Tour 1:30pm - 2:30pm: Presentation with Q&A 12:35pm: Attendees board bus at NOCC 12:40 - 1:00pm: Bus departs NOCC and heads to convention center	



Plan travel

Travel information

AAdvantage

Log in

RNO ↔ MSY

Dec 1 - Dec 5

1

Modify

Your trip summary

Basic Economy

Round trip (non-refundable)

\$487 per person

Total \$486.40 (all passengers)

Includes taxes and carrier-imposed fees

[Price and tax information](#)

[Bag and optional fees](#)

DEPART

Reno, NV to New Orleans, LA

Tuesday, December 1, 2026

RNO

MSY

9:54 AM → 5:16 PM 5h 22m 1 stop Basic Economy

RNO - PHX • AA4084 • E75-Embraer 175

Operated by Envoy Air as American Eagle

PHX - MSY • AA2183 • 738-Boeing 737

Please note connection time

[Details](#) | [Change](#)

RETURN

New Orleans, LA to Reno, NV

Saturday, December 5, 2026

MSY

RNO

6:07 PM → 10:23 PM 6h 16m 1 stop Basic Economy

MSY - PHX • AA2183 • 738-Boeing 737

PHX - RNO • AA2190 • 319-Airbus A319

[Details](#) | [Change](#)

Courtyard by Marriott New Orleans Downtown Near the French Quarter

124 St. Charles Avenue, New Orleans, Louisiana 70130 USA +15045819005 ★ 3.9 (1541 reviews)

STAY DATES TOTAL STAY
Tue, Dec 01, 2026 - Sat, Dec 05, 2026 896.42 USD

🕒 Room(s) held for 14:32

Get a \$250 eGiftCard + Earn up to 100,000 Points

Use it on an upcoming stay + earn up to \$100 in airline credits.

Simply present eGiftCard at a Marriott Bonvoy property to redeem.



Total Stay: 896.42 USD

eGiftCard: -250.00
USD

Total After eGiftCard: 646.42 USD

Apply Now >

🎉 Congratulations, you're getting an exclusive member rate. To complete your booking, [sign-in](#) or create a free account below.

Complete Your Booking

Need an accessible room? Scroll down to see options.

[Sign in for Faster Booking](#)

Guest Information

All fields are required unless otherwise stated.

First Name Last Name

Email Address Member Number
Optional

Note: To be credited for this stay, the name on your Marriott Bonvoy account must match the guest name.

Mobile Phone
(+1) USA

By providing your phone number, you agree that we may contact you via SMS regarding your stay and other important updates. [See Terms](#)

Country/Region



Guest room, 1 Queen, Atrium view

[Room Details](#)

Tue, Dec 01, 2026 - Sat, Dec 05, 2026

1 Room, 1 Adult

[Member Rate Flexible](#)

← [Edit Stay Details](#)

[Summary of Charges](#)

896.42

USD Subtotal