

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

NOTE: All travel MUST have prior approval of the Superintendent or Board of Trustees. All requests must be submitted to the district office a minimum of FOUR (4) WEEKS PRIOR to a Board Meeting. A written report is due to the district office within two weeks of return. See LCSD Board Policy DG: Travel Policy for all requirements.

NAME(S) Of Attendees BillieJo Hogan

DATE of request: 10/7-10/10

SCHOOL District - Human Resources

NAME OF CONFERENCE: American Association of School Personnel Administrators
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Nashville, TN

DATE OF DEPARTURE: Oct. 6th, 2025

DATE OF RETURN: Oct. 10th, 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.

I am requesting approval to attend AASPA's 87th Annual Conference, the premier professional development event for PK-12 school HR leaders. This four-day conference offers practical, ready-to-use solutions and research-based strategies specifically designed for education HR professionals. It provides an opportunity to engage with diverse perspectives, deepen my knowledge in key areas of talent management, and build meaningful connections with peers from across the country.

Attending will allow me to bring back new ideas, tools, and resources to strengthen our district's HR practices —all within a collaborative and energizing environment aligned to this year's theme, "Tune into Talent."

TRAVEL APPROVED: Yes ☐ No ☐

Date

TRAVEL APPROVED: Yes ☒ No ☐

Date 8/8/2025

NA

Site administrator or supervisor signature

Superintendent or designee signature

District Office Use Only

Received by District Office: Date: 8/8/2025

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: NA

BUDGET# 100.102.0000.000.2570.330

Registration Fees:	Attendees	X	Reg. fee	\$	750.00
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District Office	Grant	School Site	Other
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BUDGET# 100.102.0000.000.2570.580

Travel By:	Airline - Southwest	\$	498.36
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(Air, district car, private car for personal convenience, etc.)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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BUDGET# 100.102.0000.000.2570.580

Lodging:	Room rate	\$	449.68	X	4	nights	\$	2376.36
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<input checked="" type="checkbox"/>	<input 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 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"/>	<input type="checkbox"/>

Substitutes:	# of Days	X	\$	/day
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<input type="checkbox"/>	<input type="checkbox"/>	<input 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
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<input type="checkbox"/>	<input 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)	\$	4132.72
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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TOTAL EXPENSES \$

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

Conference Dates & Times:	10/7-10/10
Name of where conference/training is being held (i.e. Hotel, School, College, Convention Center):	JW Marriot Nashville

Do you need airline reservations? ☒ Yes ☒ No

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:	10/6 - 6 AM
Date & Time you wish to RETURN:	10/10 - 11 AM
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.

Do you need lodging reservations? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Single <input checked="" type="checkbox"/>	Double <input type="checkbox"/>	Triple <input type="checkbox"/>
(Circle Preferences) <u>Note: Lodging must be made by Attendee or Site for purchase order payments only. "No" district office credit card charges.</u>	Smoking <input type="checkbox"/>		Non-Smoking <input checked="" type="checkbox"/>
Lodging GSA (Per Diem Rate) : 248 _____	All travelers agree to share lodging as appropriate? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Register under what name(s)?	BillieJo Hogan		
Name, Address, Phone number of lodging establishment:	Embassy Suites - Nashville		

If this activity is sponsored by a large group, does the group have a block of rooms/code reservation name or number reserved in a particular hotel? ☐ Yes ☐ No


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. Keep copies at your site, as this paperwork will not be returned to you.

[Back to Events \(/events/\)](/events/)

2025 Annual Conference

 **Tuesday, October 7, 2025** to Friday, October 10, 2025

 JW Marriott Nashville
[201 8th Avenue South](#)
[Nashville, TN 37203-3919](#)
[United States \(https://maps.google.com/?q=\(JW Marriott Nashville 201 8th Avenue South Nashville, TN 37203-3919 United States\)\)](#)

[Register Now \(/events/2025-annual-conference-/register\)](/events/2025-annual-conference-/register)

[aaspaconference.com \(https://www.aaspaconference.com/\)](https://www.aaspaconference.com/)

[Call for Presenters! \(https://www.aaspaconference.com/speaking-opportunities\)](https://www.aaspaconference.com/speaking-opportunities)

Event Details

Join us for the AASPA 87th Annual Conference!

October 7 - 10, 2025 | Nashville, TN

Registration Now Open!

AASPA's 87th Annual Conference delivers four days of engaging content, the opportunity to encounter diverse perspectives and the ability to grow valuable connections across the industry. It is the premier conference that offers PK-12 school leaders ready-to-use solutions and research-based strategies all in a relaxed and fun environment. Our goal is to help you put things into focus, so that you will leave feeling rejuvenated and armed with new ideas, resources and contacts.

Your job is unique. How often do you have the chance to interact with another, much less many other school administrators? This is your chance! Build the relationships that will support you through years to come.

Join us and get ready to **"Tune into Talent!"**

The event will be held at the

JW Marriott Nashville
201 8th Avenue South
Nashville, TN 37203

Starting at \$329 per night based on hotel availability.

Our room block at the JW Marriott Nashville is currently SOLD OUT. To book a room at a nearby hotel, please see options below. You may also continue to check back with the JW Marriott Nashville as people may cancel their reservation.

Wish to stay at a nearby hotel?

If you are planning on attending the conference and wish to stay at a different hotel, search for hotel availability (<https://reservations.aresttravel.com/hotel/list/21606?Search%5BhotelRegion%5D=i6211&Search%5BcheckInDate%5D=10%2F06%2F2025&Search%5BcheckOutDate%5D=10%2F10%2F2025&Search%5BroomOccuour trusted partner aRes Travel.>)

Book Online or Call 1-800-632-1696 for Live Assistance

Search%5BhotelRegion%5D=i6211&Search%5BcheckInDate%5D=10%2F06%2F2025&Search%5BcheckOutDate%5D=10%2F10%2F2025&Search%5BroomOccuour trusted partner aRes Travel.

Future Annual Conference Dates & Locations

October 12-15, 2026 | Austin, TX
October 4-7, 2027 | Kansas City, MO

Share Event:

EMAIL (MAILTO:?)

FACEBOOK

LINKEDIN

mailto:info@aa

https://www.aaspa.org/events/2025-annual-conference-

https://www.aaspa.org/events/2025-annual-conference-

For More Information:



Sandy Wachter, CMP
*Associate Executive Director,
Partnerships & Events*
AASPA

87th Annual Conference Early Bird Pricing:

*Save \$100 and Register by August 1st!

*All Access Package Member Rate: **\$900****All Access Package Non-Member Rate: **\$1,200****Basic Package Member Rate: **\$750****Basic Package Non-Member Rate: **\$1,100***For more information on ticket options & pricing click [HERE](https://www.aaspaconference.com/register-now). (<https://www.aaspaconference.com/register-now>)

Cancellation Policy: All registration cancellations (invoice, credit card or ACH) must be made in writing & received no later than August 8, 2025 to receive a refund. A refund of the registration fee, minus a cancellation fee of \$100, will be given for cancellations received by August 8, 2025 and will be processed by November 30, 2025. Refunds are not granted for failure to attend, late arrival or early departure, state or district travel restrictions, airline cancellations or delays, medical or weather-related cancellations. AASPA is not responsible for airfare, hotel or other costs associated with the conference if the registrant is unable to attend or if the event is rescheduled or transitioned to virtual. Purchase orders are accepted as a courtesy to **AASPA Members ONLY through August 1, 2025** and are considered a guarantee of payment within 30 days. Any cancellation of a registration guaranteed with a purchase order is subject to the same cancellation policy. I understand that by selecting "Complete Registration" and/or choosing to be invoiced, I agree to the above cancellation policy and will pay the open invoice within 30 days. **No registration refunds will be issued for cancellation requests made after August 8, 2025. Membership, evening events and meal tickets are non-refundable.**

PLEASE NOTE: AASPA will accept purchase orders for **AASPA members** in lieu of payment through August 1, 2025. However, all registrations must be paid within 30 days regardless of purchase order. After 30 days your registration will be canceled. After August 1, 2025 all registrations must be paid with a credit card at the time of registration. After September 1, 2025 any registration transferred to another individual will incur a \$50 transfer fee. Any registrations made onsite at the event will incur an additional \$50 onsite registration fee.

AASPA allows purchase orders and invoicing as a courtesy **for members of AASPA only through August 1, 2025**. Please note, if you are choosing to be invoiced instead of paying with a credit card at the time of registration, AASPA will charge a \$30 convenience fee to all event invoices. This is to cover staff time and fees involved in processing invoiced payments and/or tracking outstanding accounts receivable. If you choose to pay with a credit card at the time of registration, you will NOT be charged a convenience fee. All open invoices are due within 30 days of registration. After 30 days unpaid invoices will be canceled.

Click To Share This Page!

(<https://www.addtoany.com/share?url=https%3A%2F%2Fwww.aaspa.org%2Fevents%2F2025-annual-conference-&title=2025%20Annual%20Conference%20-%20American%20Association%20of%20School%20Personnel%20Administrators>)
 (/#facebook) (/#twitter) (/#email) (/#linkedin)

Get Involved With AASPA

AASPA wants to know more about you and your talents. In addition to joining an AASPA Committee (<https://www.aaspa.org/aaspa-committees>), consider writing an article, blog or book review. We also welcome webinar presenters on a variety of topics. Fill out the Involvement form and get involved with your national association today.

Committee/Involvement Form (https://docs.google.com/forms/d/e/1FAIpQLSdJPI_I-xDqd5thOYJWomocWYuNxu0j2kFB4_vkDj891ejFAA/viewform?usp=header)

Contact

7285 West 132nd Street
Suite 100
Overland Park, Kansas 66213
United States
913.327.1222

 (<https://www.facebook.com/AmericanAssociationSchoolPersonnelAdmin/>)

 (<https://www.linkedin.com/company/american-association-of-school-personnel-administrators/>)

 (https://www.instagram.com/aaspa_k12/)

 (</contact-us>)

Resources

Career Center (</news/career-center>)

Member Insurance (<http://www.ftj.com/aaspa>)

Webinars (</webinars>)

Job Descriptions (</job-descriptions->)

Employee Surveys (</employee-surveys->)

W9 (https://assets.noviams.com/novi-file-uploads/aaspa/AASPA_2025_W9.pdf)

Our Members

AASPA is the only organization that specifically targets and represents school personnel professionals. If you are a personnel/human resource administrator, personnel support staff, superintendent, principal or graduate student interested in this field, you will benefit from AASPA membership. The association provides resources, professional development activities and networking opportunities to help you do your job efficiently, legally and effectively.

Association Management Software (<http://www.noviams.com>)

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Cart Summary

Hotel (1)

Embassy Suites by Hilton Nashville Downtown Convention Center remove
4 Nights: October 6, 2025 - October 10, 2025
1 Room: 1 King Studio Suite Wifi Aval-sofa Bed-microwave-refrigerator Comp Made To Order Breakfast-evening Reception
Occupants: 1 Adult

Room Total:	\$1,926.68
Est.Taxes & Fees: ⓘ	\$449.68
.....	
Hotel Total:	\$2,376.36

[Cancellation Policy](#) | [Terms & Conditions](#)

Totals
Hotels:	\$2,376.36
.....	
Total Charged Today:	\$2,376.36



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



Mon 10/6

603 / 3746

RNO



BNA

5 hr 35 min

1 stop



Basic

6:00 AM

1:35 PM

Only 3 left!

1 Passenger | Open Seating



Fri 10/10

3255 / 1312

BNA



RNO

6 hr 55 min

1 stop



Basic

6:00 AM

10:55 AM

1 Passenger | Open Seating

Base fare
1 Passenger(s) **\$417.08**

Taxes and fees **\$81.28**

Flight total **\$498.36**

or from \$49/mo*
with flexpay Learn more

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



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



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