# LYON COUNTY SCHOOL DISTRICT TRAVEL REQUEST

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

LCSD Travel Request Form Rev. 1/6/25

Name(s) of Attendees	Kevin Kruse				
SCHOOL	Yerington High	h School			
(Do Not Use	CONFERENCE: Acronyms) ference program info			Power and Technolog	ıy
(80000000000000000000000000000000000000				2.0 5	
CITY/STAT	E OF CONFERE	NCE:	San Marcos T	<u> </u>	
DATE OF D	EPARTURE:	07/13/25		DATE OF RETURN:	07/18/25
Needed for		nsing 🗸 R	elated to the Dis	trict Performance Plan	Mandated by the district  Related to our School
Provide a de	etailed description	n below of (	he focus of the	conference, and how at	tending will have a positive
impact on cl	limate, culture, a	nd student le	earning.		
be vital to n Professiona provide me CASE deve	nine and my stu al development the content and	dent's succe events will p I skills need with indust	ess in their con prepare me to it led to use CAS ry feedback and	tinuation of CTE cours mplement full-year CA E curricula in my class d aligns courses to Na	SE courses. The course will
					ï
TRAVEL API	PROVED: Date 3	119 1202	5	Site administrator or su	pervisor signature
TRAVEL API	PROVED: Date	3/20/25			trickalor
District Offic	e Use Only				
Received by I	District Office	Date:	3/20/25		
	ved: Yes ( ) No	<u></u> -	25		

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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 b	y a grant or	ot	her, spe	ecify gran	t/other nam	e ho	Perkins Lo ere:	ocal			
BUDGET=	280.631.0	000	0.300.2	213.330.1	0000.00.000		<u>Total</u>	District Office	Grant	School Site	Other
Registration Fees:	Attendo	ees	1	<sub>x</sub> 0	Reg. fee	\$	0		~		
BUDGET#	280.631.000	00.	300.22	13.580.10	000.00.000	)					
Travel By:	Privately	/ C	wne	d vehi	cle	- \$	0		V		
	car, private ca								- 1	194	
BUDGET#	280.631.00	00.	300.22	13.580.10	000.00.000	)					
Lodging:	Room rate	\$	120	x 5	nights	\$	600	4 7 5	V		
(Use GSA ra DIFFERENC Office upon	E if applicabl	ing e) <i>l</i>	and me odging r	als www.gs receipts mus	sa.gov ATTE? It be obtained	NDE and	E WILL OWE sent to District				
Meals:	Breakfast	\$	16	x 4	days	S	64		~	- 17	
	Lunch	\$	19	x 0	days	S	0		V		
	Dinner	\$	28	- x 0	days	S	0		~		
	Incidental	\$	5	- ^ <u>-</u>	days	S	20		~		

**FAILURE TO CO	MPLETE ANY PA	RT OF THIS	FORM WILL	<b>RESULT IN</b>	THE FORM	BEING
RETURNED AND/	OR TRAVEL DEN	HED.				

/day

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\$

684

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TOTAL EXPENSES

Substitutes: # of Days 0

Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)

Other Miscellaneous expenses: (attach explanation)

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#### **Conference Information**

Conference Dates & Times:	07/14/25 - 07/18/25	
Name of where conference/tra (i.e. Hotel, School, College, Co	nining is being held Texas State U	niversity

## **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 mos	st economical flight schedule (i.e. South	west, Delta, United, etc.)
Date & Time you wish to DEPART:		
Date & Time you wish to RETURN:		
List any special notes here: traveli	ng by privately owned v	vehicle
Are you renting a car? Yes No	How many days?	
Note: Car insurance should be declin	ned as the district insurance provides ad	eguate coverage.
<b>Lodging Information</b>		
Note: Lodging must be made by Attercredit card charges.	ndee or Site for purchase order payments	only. No district office
Lodging GSA (Per Diem Rate) : 110	All travelers agree to share lodging as appropriate?	Yes No
Register under what name(s)?	Kevin Kruse	
Name, Address, Phone number of		
lodging establishment:	Embassy Suites, 5615 Landmark Pkwy, San A	Antonio, TX 78249 (210) 270-0800
DEADLINE DATE:	Code Information:	

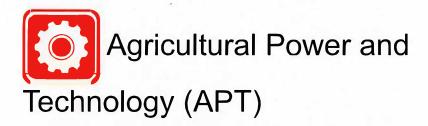
NOTE: Please furnish a copy of any information you have on the conference, workshop, training, etc. Please email travel request with SIGNATURES to Superintendent's office for approval.

# Get Certified

#### Check out APT in Texas!



# **Texas State University USDA Grant Funded**



### RESOURCES 🛱



Ready to register for this Institute? Here are a few helpful resources.

#### **Application Link**

#### **Deadlines**

Event registration closes May 1, 2025

#### **CANCELLATION POLICY**

CASE encourages participants to register early and pay with a credit card to secure their spot in the CASE Institute. Participants registering for a CASE

#### **Host Contact Information**

Ryan Anderson: r\_a461@txstate.edu

Institute agree to the following cancellation policy: <u>Print and view the CASE Cancellation</u>
<u>Policy Here.</u>

**Event Details - 7-day Institute** 

**Virtual Event Dates:** 07/07/25 - 07/08/25

**In-Person Event Dates:** 07/14/25 - 07/18/25

**Questions?** 

**CASE Institute Host** 

**Ryan Anderson** 

r\_a461@txstate.edu

**CASE Institute Location** 

**Agriculture Building** 

206 Pleasant St San Marcos, TX

**Participant Lodging & Meals** 

**Lodging Location:** Embassy Suites

**Lodging Price:** \$120/ night + tax

**Hotel Block Reservation Link:** Contact Dr. Ryan Anderson

**Description:** Double Occupancy - No Charge, Single

Occupancy - Full Cost

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**Lunch & Dinner:** During the in-person component, participants receive daily lunches and evening meals from the host.

**Travel:** Not included with registration.

#### **Miscellaneous Details**

#### **College Credit**

Yes! Contact the host for more information. Anyone interested in earning graduate credit will have an opportunity to enroll in a three-credit hour course and are responsible for the tuition. You will need to apply as a summer non-degree seeking student to start the enrollment process.

#### **Grant Information**

Texas State has been extremely fortunate to receive a USDA-NIFA-PDAL grant to host the CASE Agricultural Power & Technology (APT) Institute for beginning teachers. Beginning teachers are defined as those who have been teaching three years or less, so yes that includes your current student teachers! We will be hosting the Virtual component on July 7<sup>th</sup> & 8<sup>th</sup> where we will ship virtual training kits to you. We will then be hosting the in-person training in San Marcos, TX. On July 13<sup>th</sup>-18<sup>th</sup>.

This is 100% free to the twenty participants that are selected through the application process. This includes a CASE APT certification and lifetime access to the CASE APT curriculum. The participants also receive free lodging for five nights at the Embassy Suites in San Marcos (shares with one other participant), complimentary made to order breakfast and an evening reception are included in the stay. We are also providing lunch and transportation to and from campus daily. The only anticipated expenses for the participants include travel to and from San Marcos, supper, and other entertainment expenses (Dr. Anderson highly recommend floating the San Marcos river and visiting Gruene Hall while in town).

Application that includes questions regarding previous agricultural mechanics experience, the need for professional development, and the overall expectations to teach agricultural mechanics in the upcoming school year. The participants will need to submit an unofficial transcript and their upcoming class schedule on a letterhead from their school administration. A priority will be placed on candidates who have the most agricultural mechanics courses to teach, with the least amount of formal training and previous experience. A secondary priority will be placed on candidates that graduate from pre-service programs that do not have agricultural mechanics courses in the plan of study and a third priority will be placed on alternative certified applicants that

have no formal teacher training. The applications will be judged by an independent group. The applications are due April 1st at 11:59 PM CST.

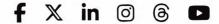
#### **Recommended Airport**

Austin, San Antonio

CASE is an initiative of the National Council for Agricultural Education (The Council).









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## **FY 2025 per diem rates for Texas**

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
Filliary destination	County	2024 OCC	NOV	Dec	2025 Jail	ren	Mai	Арі	Way	Juli	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110
Arlington / Fort Worth / Grapevine	Tarrant / City of Grapevine	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181
Austin	Travis	\$173	\$173	\$173	\$187	\$187	\$187	\$173	\$173	\$173	\$173	\$173	\$173
Big Spring	Howard	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114
Dallas	Dallas	\$170	\$170	\$170	\$191	\$191	\$191	\$170	\$170	\$170	\$170	\$170	\$170
Galveston	Galveston	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$146	\$146	\$111	\$111
Houston	Montgomery / Fort Bend / Harris	\$128	\$128	\$128	\$128	\$128	\$128	\$128	\$128	\$128	\$128	\$128	\$128
Midland / Odessa	Midland / Andrews / Ector / Martin	\$132	\$118	\$118	\$118	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132
Pecos	Reeves	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121
Plano	Collin	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123

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#### FY 2025 per diem rates for Texas

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
San Antonio	Bexar	\$137	\$137	\$137	\$137	\$161	\$161	\$137	\$137	\$137	\$137	\$137	\$137
South Padre Island	Cameron	\$118	\$118	\$118	\$118	\$118	\$140	\$140	\$140	\$140	\$140	\$118	\$118



# FY 2025 per diem rates for Texas

## 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
Arlington / Fort Worth / Grapevine	Tarrant / City of Grapevine	\$80	\$20	\$22	\$33	\$5	\$60.00
Austin	Travis	\$80	\$20	\$22	\$33	\$5	\$60.00
Big Spring	Howard	\$68	\$16	\$19	\$28	\$5	\$51.00
Dallas	Dallas	\$80	\$20	\$22	\$33	\$5	\$60.00
Galveston	Galveston	\$74	\$18	\$20	\$31	\$5	\$55.50
Houston	Montgomery / Fort Bend / Harris	\$80	\$20	\$22	\$33	\$5	\$60.00
Midland / Odessa	Midland / Andrews / Ector / Martin	\$74	\$18	\$20	\$31	\$5	\$55.50
Pecos	Reeves	\$74	\$18	\$20	\$31	\$5	\$55.50
Plano	Collin	\$80	\$20	\$22	\$33	\$5	\$60.00

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Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
San Antonio	Bexar	\$74	\$18	\$20	\$31	\$5	\$55.50
South Padre Island	Cameron	\$74	\$18	\$20	\$31	\$5	\$55.50