

**LYON COUNTY SCHOOL DISTRICT  
TRAVEL REQUEST**

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

Name(s) of Attendees Kevin Kruse

SCHOOL Yerington High School

NAME OF CONFERENCE: Case Institute-Agricultural Power and Technology  
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: San Marcos TX

DATE OF DEPARTURE: 07/13/25

DATE OF RETURN: 07/18/25

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 ☒  
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 hope to take this hybrid CASE class to better prepare myself for year two of teaching. This course will be vital to mine and my student's success in their continuation of CTE courses. Professional development events will prepare me to implement full-year CASE courses. The course will provide me the content and skills needed to use CASE curricula in my classroom. CASE develops curriculum with industry feedback and aligns courses to National Agriculture, Food, & Natural Resources and Career & Technical Education standards.

TRAVEL APPROVED: Date 3/19/2025

V. B. Edge

Site administrator or supervisor signature

TRAVEL APPROVED: Date 3/20/25

S. W. Huckaba

Superintendent or designee signature

*District Office Use Only*

Received by District Office

Date: 3/20/25

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

BUDGET# 280.631.0000.300.2213.330.10000.00.000

Registration Fees: Attendees 1 x 0 Reg. fee \$ 0

District Office	Grant	School Site	Other
	✓		

BUDGET# 280.631.0000.300.2213.580.10000.00.000

Travel By: Privately owned vehicle \$ 0

(Air, district car, private car for personal convenience, etc.)

	✓		
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BUDGET# 280.631.0000.300.2213.580.10000.00.000

Lodging: Room rate \$ 120 x 5 nights \$ 600

	✓		
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(Use GSA ratings for lodging and meals [www.gsa.gov](http://www.gsa.gov) ATTENDEE WILL OWE DIFFERENCE if applicable) lodging receipts must be obtained and sent to District Office upon return.

Meals: Breakfast \$ 16 x 4 days \$ 64  
 Lunch \$ 19 x 0 days \$ 0  
 Dinner \$ 28 x 0 days \$ 0  
 Incidental \$ 5 x 4 days \$ 20

	✓		
	✓		
	✓		
	✓		
✓			

Substitutes: # of Days 0 x \$      /day

Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.) \$ 0

	✓		

Other Miscellaneous expenses: (attach explanation) \$ 684  
**TOTAL EXPENSES**

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

## Conference Information

Conference Dates & Times: 07/14/25 - 07/18/25

Name of where conference/training is being held  
(i.e. Hotel, School, College, Convention Center): Texas State University

## 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:

Date & Time you wish to RETURN:

List any special notes here: traveling by privately owned vehicle

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) : 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 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**



**Agricultural Power and  
Technology (APT)**

## 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: **Print and view the CASE Cancellation Policy Here.**

## 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

**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).

All applicants will be asked to complete the **Texas State APT 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 1<sup>st</sup> 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
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

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



U.S. General Services Administration

# 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

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