

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees Rachel Stewart and Lisa Shea

SCHOOL District Office

NAME OF CONFERENCE: Labor Relations Press (LRP) National Institute for Special Education Law Conference
(Do Not Use Acronyms)
(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Phoenix, AZ

DATE OF DEPARTURE: April 26, 2025

DATE OF RETURN: April 30, 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.

LRP's National Institute is known as the leading source for best practices, compliance strategies and case updates impacting special education programs. The nation's top legal experts come together to share their insights and guidance on dealing with the ever-changing landscape of special education law.

TRAVEL APPROVED: Date _____

Site administrator or supervisor signature

TRAVEL APPROVED: Date 2/13/25

Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 2/13/25

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: IDEA Priority Improvements Projects

	<u>Total</u>	<i>District Office</i>	<i>Grant</i>	<i>School Site</i>	<i>Other</i>
BUDGET# 280.642.0000.200.2213.334.10000.00.000 Registration Fees: Attendees <u>2</u> x <u>1,710.00</u> Reg. fee \$	3,420.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET# 280.642.0000.200.2213.584.10000.00.000 Travel By: <u>Southwest Air</u> \$	664.32	<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# 280.642.0000.200.2213.584.10000.00.000 Lodging: Room rate \$ <u>289</u> x <u>4(2)</u> nights \$	2,312.00	<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>22</u> x <u>4(2)</u> days \$	176.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch \$ <u>23</u> x <u>4(2)</u> days \$	184.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dinner \$ <u>36</u> x <u>5(2)</u> days \$	360.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incidental \$ <u>5</u> x <u>5(2)</u> days \$	50.00	<input type="checkbox"/>	<input checked="" 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.) \$	200.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Miscellaneous expenses: (attach explanation) \$		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL EXPENSES	7,366.32	<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:	April 27 7:00 to 5:00; April 28 & 29 7:30 to 4:15; April 30 7:00 to 1:00
Name of where conference/training is being held (i.e. Hotel, School, College, Convention Center):	Phoenix Convention Center

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:	April 26, 2025 3:55PM Flight 3656
Date & Time you wish to RETURN:	April 30, 2025 4:20PM Flight 901
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): 161	All travelers agree to share lodging as appropriate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Register under what name(s)?	Rachel Stewart and Lisa Shea
Name, Address, Phone number of lodging establishment:	Renaissance Phoenix Downtown Hotel, 100 N. 1st Street, Phoenix, AZ; 602.333.0000

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.



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LRP's National INSTITUTE
on Legal Issues of Educating Individuals with Disabilities

April 27 - 30, 2025
PHOENIX CONVENTION CENTER
PHOENIX, ARIZ.

FEATURING
Special Ed Connection Users Group

2 Easy Ways to Register for LRP's National Institute 2025

ONLINE: [REGISTER NOW](#)

PHONE:
1-800-341-7874

Need Help Justifying Your Attendance?

HURRY! Super Savings Ends In:



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9

Hours

45

Minutes

37

Seconds

REGISTRATION RATES

Individual Main Conference Pass | Monday, April 28 - Wednesday, April 30

SAVE \$150.00!

Super Saver | Now - **Early Bird** | 3/1 **Standard** | After

*	2/28/25	- 4/26/25	4/26/25
	\$1710	\$1810	\$1860

Main Conference registration is for attendance at sessions held on Monday, Tuesday, and Wednesday. **Included in pass:** continental breakfast each morning, lunch Monday and Tuesday, and online access to program materials before and after the conference.



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Cancellation policy is in effect. See below for details.
Attendees are solely responsible for their transportation costs, as well as hotel accommodations and charges.

Discounted Team Registrations | *It takes just 5 to make a team!*

Teams of	Now - 4/26/25
5 - 14 (first 4 at full price)	\$1630 each
15 - 19 (first 4 at full price)	\$1560 each
20+ (first 4 at full price)	\$1510 each

REASONS TO BRING YOUR TEAM

To receive team rates, you must submit a minimum of 5 registrations from the same organization together. First four team members pay the current individual rate. No refunds will be given for discounts not taken at time of registration. Team registration discounts do not apply to Pre- and Post-Institute Symposiums. If you have any questions on registering your team, please call toll-free 1-800-341-7874.

Pre- & Post-Institute Symposiums

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Full Day Symposiums (\$780 each)

PRE4 Managing Challenging Student Behaviors Through Evidence-Based Practices

PRE1 & PRE5 COMBO Buy One, Get One Half Off!

PRE1 Have Your Ducks in a Row BEFORE a Due Process Challenge

PRE5 Do's, Don'ts, and Due Process: Everything You Need to Know Post-Filing

Morning Symposiums (\$520 each)

PRE1 Have Your Ducks in a Row BEFORE a Due Process Challenge

PRE2 Crafting a Picture-Perfect IEP

PRE3 Back to Science Class: Using the Scientific Method to Conduct Effective School Investigations

Afternoon Symposiums (\$520 each)

PRE5 Do's, Don'ts, and Due Process: Everything You Need to Know Post-Filing

PRE6 Mastering the Art of Determining LRE and Avoiding Potential Hazards

PRE7 Mental Health and Trauma: When Is It Special Education?

Post-Institute Symposiums | Wednesday • April 30, 2025

Afternoon Symposiums (\$520 each)

Trip & Price Details

Price Payment Confirmation

Flight [Modify](#)

✈️	Sat 4/26	# 3656 RNO → PHX 3:55 PM 5:50 PM	1 hr 55 min	Nonstop	Wanna Get Away	Base fare 2 Passenger(s) \$551.36
						Taxes and fees \$112.96
						Flight total \$664.32
✈️	Wed 4/30	# 901 PHX → RNO 4:20 PM 7:35 PM	3 hr 15 min	1 stop	Wanna Get Away	or from \$66/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.
- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations: the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.
- For more information regarding Cash + Points, visit [Southwest.com/rterms](https://southwest.com/rterms)

✈️ Flight Extras

Upgrade to Wanna Get Away *plus*

Prices shown per passenger, per one-way.

- ✓ Free same-day confirmed change (taxes and fees may apply)⁶
- ✓ Transferable Flight Credit™⁵
- ✓ 8 Rapid Rewards points per dollar per qualifying flight¹¹

*Please read the [fare rules](#) associated with this purchase.

- Upgrade departing trip for \$21
- Upgrade returning trip for \$20
- Upgrade both for \$41

Apply upgrade



U.S. General Services Administration

FY 2025 per diem rates for phoenix, Arizona

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
Phoenix / Scottsdale	Maricopa	\$86	\$22	\$23	\$36	\$5	\$64.50



FY 2025 per diem rates for phoenix, Arizona

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
Phoenix / Scottsdale	Maricopa	\$160	\$160	\$160	\$160	\$229	\$229	\$161	\$161	\$113	\$113	\$113	\$160

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LRP's National INSTITUTE
on Legal Issues of Educating Individuals with Disabilities

April 27 - 30, 2025
PHOENIX CONVENTION CENTER
PHOENIX, ARIZ.

FEATURING
Special Ed
Connection Users
Group

2025 National Institute Location

Phoenix Convention Center
100 N. 3rd St.
Phoenix, AZ 85004
602-262-6225

**Conference is located in the North Building of the
Convention Center*

HOTEL ACCOMMODATIONS

A limited block of rooms is being held until **Thursday, April 3, 2025**, or until the block is sold out. After Thursday, April 3, 2025, the group rate will be offered based on hotel availability only. If you reserve more than 10 rooms, you may be required to sign a contract. If you require an ADA accessible room, we strongly encourage



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BOOK YOUR ROOM

Sheraton Phoenix Downtown

\$279/night + tax

📍 340 N 3rd Street
Phoenix, AZ 85004
☎ 602-262-2500

Hyatt Regency Phoenix

\$289/night + tax

📍 122 N 2nd Street
Phoenix, AZ 85004
☎ 602-252-1234



Renaissance Phoenix Downtown Hotel

\$289/night + tax

📍 100 N 1st Street
Phoenix, AZ 85004
☎ 602-333-0000