

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees Harman Bains, Jim Gianotti & Kirk McCallum

SCHOOL District Office

NAME OF CONFERENCE: Explore recently completed culinary & Career & Technical Education (CTE) projects
(Do Not Use Acronyms)
(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Phoenix, AZ

DATE OF DEPARTURE: 11/5/25

DATE OF RETURN: 11/5/25

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 ☐ 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.

The Lyon County School District Facilities and Curriculum Departments will be traveling to Phoenix, Arizona for a one-day visit to explore recently completed culinary and Career & Technical Education (CTE) projects. This trip will provide valuable insight into innovative learning environments and workplace-based learning models that can inform future improvements within LCSD schools.

During the visit, the team will collaborate with Grace Design, the district's long-term partner on the 10-year Master Facilities Plan, who is leading the upcoming renovation of the Fernley High School culinary arts space, scheduled for summer 2026.

This visit offers an excellent opportunity to gather best practices, evaluate modern culinary and CTE facility designs, and strengthen partnerships with key design and planning professionals. The hands-on experience will directly support the district's ongoing efforts to enhance student learning opportunities and create dynamic, future-ready educational spaces.

TRAVEL APPROVED: Date

10/22/25

TRAVEL APPROVED: Date

10/22/25


Site administrator or supervisor signature


Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 10/22/25

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: _____

					Total	District Office	Grant	School Site	Other
BUDGET#									
Registration Fees:	Attendees	X	Reg. fee	\$					
BUDGET#	100.104.0000.0000.2210.580.10000.00.000								
Travel By:	Southwest \$634.97 x 3				\$ 1,907.91	✓			
(Air, district car, private car for personal convenience, etc.)									
BUDGET#									
Lodging:	Room rate	X	nights	\$					
(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>									
Meals:	Breakfast	\$ 22	x 3 x 1	days	\$ 66.00	✓			
	Lunch	\$ 23	x 3 x 1	days	\$ 69.00	✓			
	Dinner	\$ 36	x 3 x 1	days	\$ 108.00				
	Incidental	\$	X	days	\$				
Substitutes:	# of Days	X	\$	/day					
Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)					\$ 300.00	✓			
Other Miscellaneous expenses: (attach explanation)					\$				
TOTAL EXPENSES					\$ 2,450.91				

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

Conference Information

Conference Dates & Times: **November 5, 2025**

Name of where conference/training is being held
(i.e. Hotel, School, College, Convention Center): **Phoenix, AZ**

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: **Wednesday, November 5, 2025 @ 5:20 AM**

Date & Time you wish to RETURN: **Wednesday, November 5, 2025 @ 9:45 PM**

List any special notes here:

Are you renting a car? ☒ Yes ☐ No How many days? **1**

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) : _____ All travelers agree to share lodging as appropriate? ☐ Yes ☐ No

Register under what name(s)?

Name, Address, Phone number of
lodging establishment:

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.



Veil, Cheryl <cveil@lyoncsd.org>

You're going to Phoenix on 11/05 (APMR9Y)!

1 message

Southwest Airlines <southwestairlines@ifly.southwest.com>

Reply-To: no-reply@ifly.southwest.com

To: cveil@lyoncsd.org

Wed, Oct 22, 2025 at 10:38 AM

Here's your itinerary & receipt. See ya soon!
[View in web browser](#) | [View our mobile site](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)

⚠ Travel notice

Do you have a REAL ID? Starting May 7, all Passengers 18+ need a state-issued REAL ID-compliant license or identification card to fly domestically. Learn more at www.dhs.gov/real-id.

Passengers who do not yet have their REAL ID or another TSA acceptable form of ID can expect delays, additional screening, and the possibility of not being allowed into the security checkpoint.

Hello friends,

We're looking forward to flying together! It can't come soon enough.
Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

NOVEMBER 5 - NOVEMBER 5

RNO ✈ **PHX**

Reno/Tahoe to Phoenix

Confirmation # **APMR9Y**

Confirmation date: 10/22/2025

PASSENGER	Harmanpreet Singh Bains
RAPID REWARDS #	20627479655
TICKET #	5262398395778
EST. POINTS EARNED	7,872

PASSENGER	James Edward Gianotti
RAPID REWARDS #	Join or Log in
TICKET #	5262398395777
EST. POINTS EARNED	7,872

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Wednesday, 11/05/2025 Est. Travel Time: 1h 55m Choice Extra

FLIGHT #3055	DEPARTS RNO 05:20AM Reno/Tahoe		ARRIVES PHX 08:15AM Phoenix
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Flight 2: Wednesday, 11/05/2025 Est. Travel Time: 1h 50m Choice Extra

FLIGHT #0882	DEPARTS PHX 08:55PM Phoenix		ARRIVES RNO 09:45PM Reno/Tahoe
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Payment information

Total cost

Air - APMR9Y

Base Fare	\$ 1,124.40
U.S. Transportation Tax	\$ 84.34
U.S. 9/11 Security Fee	\$ 22.40
U.S. Flight Segment Tax	\$ 20.80
U.S. Passenger Facility Chg	\$ 18.00
Total	\$ 1,269.94

Payment

October 22, 2025	
Payment Amount	\$634.97
Visa ending in 0015	
October 22, 2025	
Payment Amount	\$634.97
Visa ending in 0015	

Fare rules: if you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket numbers: 5262398395778 , 5262398395777

What to expect on your trip, and a few reminders.



Choice Extra fare: Two checked bags¹ included, refundable, A1-A15 priority boarding, earn 14X Rapid Rewards® points, and free Inflight Internet. [Learn more.](#)

¹ Weight and size limits apply.



Make sure you know [when to arrive at your airport](#). Times vary by city.



If your plans change, you must cancel your reservation at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, your reservation will be canceled, and your funds and points may be forfeited.

[Learn more.](#)

Prepare for takeoff



Veill, Cheryl <cveil@lyoncsd.org>

You're going to Phoenix on 11/05 (APTT7X)!

1 message

Southwest Airlines <southwestairlines@ifly.southwest.com>

Reply-To: no-reply@ifly.southwest.com

To: cveil@lyoncsd.org

Wed, Oct 22, 2025 at 10:51 AM

Here's your itinerary & receipt. See ya soon!
[View in web browser](#) | [View our mobile site](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)

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Hi Kirk Eugene,

We're looking forward to flying together! It can't come soon enough.
Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

NOVEMBER 5 - NOVEMBER 5

RNO ✈ PHX

Reno/Tahoe to Phoenix

Confirmation # **APTT7X**

Confirmation date: 10/22/2025

PASSENGER	Kirk Eugene Mc Callum
RAPID REWARDS #	Join or Log in
TICKET #	5262398403142
EST. POINTS EARNED	7,872

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Wednesday, 11/05/2025 Est. Travel Time: 1h 55m Choice Extra

FLIGHT #3055	DEPARTS RNO 05:20AM Reno/Tahoe		ARRIVES PHX 08:15AM Phoenix
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Payment information

Total cost

Air - APTT7X		
Base Fare	\$	562.20
U.S. Transportation Tax	\$	42.17
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	10.40
U.S. Passenger Facility Chg	\$	9.00
Total	\$	634.97

Payment

October 22, 2025
Payment Amount **\$634.97**
Visa ending in 0015

Fare rules: if you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket number: 5262398403142

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Prepare for takeoff

FY 2026 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

