

LYON COUNTY SCHOOL DISTRICT  
**TRAVEL REQUEST**

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

Name(s) of Attendees Heather Stood, Mara Spencer, Tamara Roseberry, Stanley Ohler, John Gavin

SCHOOL District Office

NAME OF CONFERENCE: Handle with Care Re-Certification Program  
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Phoenix, Arizona

DATE OF DEPARTURE: April 29, 2026

DATE OF RETURN: April 30, 2026

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 our School   
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.**

Handle With Care's program teaches staff to develop and use their management and relationship skills to reduce tension, create and maintain a calm and safe environment for all. Our verbal training prepares you to use the power of the relationship to de-escalate the tension level of someone in crisis and avoid physical intervention whenever possible. Handle With Care's physical training enables you to manage critical events when the only appropriate response is the prompt skillful use of physical restraint.

TRAVEL APPROVED: Date 2-20-26

Rachel Stewart

Site administrator or supervisor signature

TRAVEL APPROVED: Date 2/20/26

Stanley Ohler, EdD

Superintendent or designee signature

*District Office Use Only*

Received by District Office Date: 2/20/26

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: Special Education Part B Grant

	Total	District Office	Grant	School Site	Other
<b>BUDGET#</b> 280.639.0000.200.2213.331.10000.00.000 <b>Registration Fees:</b> Attendees <u>5</u> x <u>625.00</u> Reg. fee	\$ <b>3125.00</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BUDGET#</b> 280.639.0000.200.2213.580.10000.00.000 <b>Travel By:</b> <u>American Airlines</u> (Air, district car, <u>private car for personal convenience</u> , etc.)	\$ <b>1583.95</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BUDGET#</b> 280.639.0000.200.2213.580.10000.00.000 <b>Lodging:</b> Room rate \$ <u>228.27</u> x <u>1(3)</u> nights	\$ <b>684.81</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Use GSA ratings for lodging and meals <a href="http://www.gsa.gov">www.gsa.gov</a> ATTENDEE WILL OWE DIFFERENCE if applicable) <u>lodging receipts must be obtained and sent to District Office upon return.</u>					
<b>Meals:</b> Breakfast \$ <u>22.00</u> x <u>1(5)</u> days	\$ <b>110.00</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch \$ <u>23.00</u> x <u>2(5)</u> days	\$ <b>230.00</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dinner \$ <u>36.00</u> x <u>2(5)</u> days	\$ <b>360.00</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incidental \$ <u>5.00</u> x <u>1(5)</u> days	\$ <b>25.00</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Substitutes:</b> # of Days <u>          </u> X \$ <u>          </u> /day		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other transportation fees:</b> (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)	\$ <b>100.00</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other Miscellaneous expenses:</b> (attach explanation)	\$ <b>6218.76</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TOTAL EXPENSES</b>	<b>\$ 6218.76</b>	<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 30, 2026 9:00 AM - 5:00 PM
Name of where conference/training is being held (i.e. Hotel, School, College, Convention Center):	Hampton Inn Phoenix Biltmore, 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:	April 29, 2026 1:00 PM
Date & Time you wish to RETURN:	April 30, 2026 7:00 PM
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): \$161.00	All travelers agree to share lodging as appropriate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Register under what name(s)?	Stanley Ohler, Mara Spencer, Tamara Roseberry	
Name, Address, Phone number of lodging establishment:	Hampton Inn Phoenix-Biltmore, 2310 East Highland Avenue, Phoenix, AZ 85016	

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.**

# HANDLE WITH CARE

## "INSTRUCTOR RE-CERTIFICATION PROGRAM"

### PHOENIX, AZ

*Helping to create and maintain safer, more caring environments by teaching preventative actions that result in decreased need for physical restraint.*

<b>When:</b>	<b>APR. 30, 2026</b>	<b>9:00 AM - 5:00 PM</b>
<b>Training &amp; Lodging:</b>	<b>Hampton Inn Phoenix Biltmore 2310 E. Highland Avenue Phoenix, AZ 85016 TEL: (602) 956-5221</b>	
	<b>NO ROOM BLOCK RESERVED</b>	
<b>Cost:</b>	<b>\$625.00 per participant</b>	

#### **This seminar will cover:**

- **Comprehensive Verbal Skills Workshop:** HWC's Verbal De-escalation Training focuses on understanding the cycle of tension/relaxation and calibrating the intervention based on the student's needs and where the student is on the cycle. HWC also teaches a self-awareness model where staff is taught to monitor and control their reactions to provide better care and develop the ability to defuse situations through their own behavior and responses. The program then puts theory into practice in the form of role-plays. Physical Skills Training: Personal defense, use of personal space and blocking techniques
- **Personal Defense:** Includes the use of personal space, escapes, blocking techniques and 3rd person save methods. HWC is the only technology in the industry that teaches you how to protect both yourself and another person/student from harm.
- **Primary Restraint Technique®.** The PRT® is versatile, effective, painless, safe and easy to apply. Staff is positioned in the safest place possible; behind the student. The PRT conveys an immediate reassuring sense of limits and is very effective with autistic students.
- **Early Childhood: Pre-School and Early Elementary School Program.** HWC has been training nursery and preschool teachers and psychiatric hospitals serving children as young as three for decades. Go to our web site for more information on our nursery and pre-school program including our proprietary child holding method.

**This is an Instructor Re-Certification Program. Participants must have competed Handle With Care's Instructor Certification Program Prior to attending. Enrollment is limited. Slots will fill fast.**

**To enroll or request additional information call:**

**Seminar Administrator: (845) 255-4031 / Email: [Registrations@handlewithcare.com](mailto:Registrations@handlewithcare.com)**

**Go To: [www.HandleWithCare.com](http://www.HandleWithCare.com)**

**HANDLE WITH CARE "INSTRUCTOR RE-CERTIFICATION PROGRAM"**  
**PHOENIX, AZ - REGISTRATION FORM**

Please Email completed Form to: [Registrations@handlewithcare.com](mailto:Registrations@handlewithcare.com)

**When:** APR. 30, 2026 **9:00 AM - 5:00 PM**  
**Training & Lodging:** Hampton Inn Phoenix Biltmore  
 2310 E. Highland Avenue  
 Phoenix, AZ 85016  
 TEL: (602) 956-5221  
 NO ROOM BLOCK RESERVED  
**Cost:** \$625.00 Per Participant

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Send the invoice to \_\_\_\_\_

Name, Title & Email Address

Participant Name	Email	Tel
_____	_____	_____
_____	_____	_____
_____	_____	_____

Wish to reserve the following slots:

Name of Agency	<u># of Slots</u>	<u>Cost</u>
<u>Day</u>		
Instructor Re-Certification Only	_____	\$625/person

Payment should be made payable to: **Handle With Care Behavior Management System EIN 14-1803426 at 184 McKinstry Road, Gardiner, NY 12525**, Tel: 845-255-4031. I hereby represent that I am authorized to submit this Registration form on behalf of my agency. By registering, my agency is obligating payment for the above-registered people. Contractual terms associated with this training are incorporated herein and can be viewed on our web site: [www.handlewithcare.com](http://www.handlewithcare.com). To receive a refund, you must cancel 30 days before the scheduled training. If registered people are unable to attend due to sickness, weather or any other emergency or act of god a credit will be given for that person to attend another Handle With Care Seminar.

\_\_\_\_\_  
Signature of authorized agency agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name, Title



Your stay Hampton Inn Phoenix-Biltmore Wed, Apr 29 – Thu, Apr 30, 2026 (1 night) 3 rooms for 5 adults [Edit stay](#)

# Payment and Guest Details

Use Points & Money   
You have 49,831 available

## Total for stay

Total room charge	\$605.64
Total taxes	\$79.17
	Price in \$USD

**\$684.81**

[Hide price details](#) ^

### Room 1

2 Queen Beds Nonsmoking, Honors Discount  
29 Apr 2026 \$201.88  
[Change room](#)

### Room 2

2 Queen Beds Nonsmoking, Honors Discount  
29 Apr 2026 \$201.88  
[Change room](#)

### Room 3

1 Queen Bed Nonsmoking, Honors Discount  
29 Apr 2026 \$201.88  
[Change room](#)

**Total room charges \$605.64**


5.80 % per room, per night  
5.50 % per room, per night  
1.77 % per room, per night

**Total taxes \$79.17**

**Total for stay: \$684.81**

## Earn a \$100 statement credit plus 65,000 Points

Learn how you will get a decision with no impact to your credit score



One-time statement credit will be applied approximately 8-12 weeks after first eligible purchase on the Card. Terms and Conditions Apply.

Current Total:	\$684.81
Statement Credit:	- \$100.00
<b>Total after credit:</b>	<b>\$584.81</b>

[Learn More](#)



**Guarantee and cancellation policy**

[Pay when you stay](#)



**Hampton Inn Phoenix-Biltmore**  
2310 East Highland Avenue  
Phoenix, Arizona 85016 USA   
[Hotel details](#)



# Choose flights

[« New search](#)

## Your trip summary

### Main

Round trip (non-refundable)

**\$317** average per person

Total \$1,583.95 (all passengers)

Includes taxes and carrier-imposed fees

[Price and tax information](#)

[Bag and optional fees](#)

### Make my trip refundable

No change fees: cancel any time

Round trip

**+\$115** per person

[Make it refundable](#)

### DEPART

Reno, NV to Phoenix, AZ

Wednesday, April 29, 2026

RNO

PHX

**1:01 PM** **2:46 PM** 1h 45m Nonstop Main

→

AA2682 ▪ 320-Airbus A320

[Details](#) | [Change](#)

### RETURN

Phoenix, AZ to Reno, NV

Thursday, April 30, 2026

PHX

RNO

**8:58 PM** **10:51 PM** 1h 53m Nonstop Main

→

AA1765 ▪ 738-Boeing 737

[Details](#) | [Change](#)

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An official website of the United States government



U.S. General Services Administration

# FY 2026 per diem rates for phoenix, Arizona

Change fiscal year: or

[New search](#)

## Daily lodging rates (excluding taxes) | October 2025 - September 2026

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Primary destination	County	2025 Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Phoenix / Scottsdale	Maricopa	\$160	\$160	\$160	\$160	\$229	\$229	\$161	\$161	\$113	\$113	\$113	\$160

## Meals and incidental expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Phoenix / Scottsdale	Maricopa	\$86	\$22	\$23	\$36	\$5	\$64.50

**Additional per diem topics**

- [Meals & Incidental Expenses breakdown \(M&IE\)](#)
- [FAQs](#)
- [State tax exemption forms](#)
- [Factors influencing lodging rates](#)
- [Fire safe hotels](#)
- [Have a per diem question?](#)
- [Downloadable per diem files](#)

**Need more information?**

- [Rates for Alaska, Hawaii, U.S. territories and possessions \(set by DoD\)](#)
- [Rates in foreign countries \(set by State Dept.\)](#)
- [Federal travel regulations](#)

**Related topics**

- [Travel resources](#)
- [FedRooms](#)
- [POV mileage reimbursement rates](#)

Last reviewed: 2023-12-23