

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees Brandi Clifford

SCHOOL Districtwide

NAME OF CONFERENCE: National Association of School Nurses (NASN) 2024
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Austin, Texas

DATE OF DEPARTURE: June 24, 2025

DATE OF RETURN: June 29, 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.

I seek your support to attend NASN2024, an exceptional learning event with the largest gathering of school nurses. This conference is hosted by the National Association of School Nurses (NASN). It brings school nurses and other school health team members together from across the United States and around the globe.

At a distinguished conference like this, you can be assured that my attendance will benefit our school community. Evidence-based approaches to keep students healthy and in school are a major component of the agenda. Nursing interventions for students with chronic health conditions will also be addressed. These reasons stand out, but please let me know if I can share more with you.

Thank you in advance for your consideration of this request. I would be so grateful to make this investment in the health and education of our students.

TRAVEL APPROVED: Date 3/28/2025

Rachel Stewart
Site administrator or supervisor signature

TRAVEL APPROVED: Date _____

Saurabh Chakrabarty
Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 3/28/25

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: _____

BUDGET# 101.105.0000.000.2574.331.10000.00.000

Registration Fees:

Attendees 1 x 709 Reg. fee

Total

709.00

District Office	Grant	School Site	Other
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BUDGET#

101.105.0000.000.2574.580.10000.00.000

Travel By:

Southwest Air

446.97

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

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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BUDGET#

101.105.0000.000.2574.580.10000.00.000

Lodging:

Room rate 249 x 5 nights

1,245.00

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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(Use GSA ratings for lodging and meals www.gsa.gov ATTENDEE WILL OWE DIFFERENCE if applicable) lodging receipts must be obtained and sent to District Office upon return.

Meals:

Breakfast \$ 20 x 5 days

100.00

Lunch \$ 22 x 6 days

132.00

Dinner \$ 33 x 6 days

198.00

Incidental \$ 5 x 6 days

30.00

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Substitutes:

of Days X \$ /day

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)

200.00

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Other Miscellaneous expenses: (attach explanation)

TOTAL EXPENSES

3,060.97

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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****FAILURE TO COMPLETE ANY PART OF THIS FORM WILL RESULT IN THE FORM BEING RETURNED AND/OR TRAVEL DENIED.**

Conference Information

Conference Dates & Times:	June 25 8:00 to 5:30; June 26 8:00 to 5:15; June 27 8:00 to 4:30; June 28 8:00 to 4:45 June 29 8:00 to 1:15
Name of where conference/ training is being held (i.e. Hotel, School, College, Convention Center):	JW Marriott Austin

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:	June 24 10:50 AM Flight 4346
Date & Time you wish to RETURN:	June 29 8:55 PM Flight 1997
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): 173	All travelers agree to share lodging as appropriate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Register under what name(s)?	Brandi Clifford
Name, Address, Phone number of lodging establishment:	JW Marriott Austin, 110 Ease 2nd Street, Austin, TX 78701 888-236-2427

DEADLINE DATE: May 30, 2025 Code Information: NASN2025

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.



**IN-PERSON: JUNE 26-29, 2025
AUSTIN, TEXAS**

**VIRTUAL: JULY 7-9, 2025
ONLINE**



3 REGISTRATION OPTIONS

1. IN-PERSON NASN2025: June 26 – 29, 2025
in Austin, Texas (Precon Day: June 25, 2025)
2. VIRTUAL NASN2025: July 7 – 9, 2025 (Online)
3. NASN2025 BUNDLE: Includes options #1 & #2

REGISTRATION RATE CUTOFF DATES

Early: Prior to May 1st | Regular: After May 1st

REGISTRATION DEADLINES

In-Person and Bundle: June 26th

Virtual: July 9th

CANCELLATION DEADLINE FOR ALL OPTIONS: June 9th

Full Name: _____

Preferred Mailing Address: _____

City, State (Province), Zip: _____

Daytime Telephone: _____ Mobile Telephone: _____

Preferred email: _____ NASN ID: _____

*Reasonable Accommodations: Requests for accessibility accommodations should be emailed to the conference team at conference@nasn.org.
NASN strives to make reasonable accommodations for all attendees submitting a request.*

PRECON OPTIONS: June 25: FULL DAY

	Member / Non-Member	
9 AM - 4:30 PM: Spanish Today for School Nurses (6 NCPD Hours)	\$199 / \$225	\$ _____
9 AM - 4:30 PM: Professional Legal Nurse Consultant Certification (No NCPD) <i>Certificate handed out at completion of program</i>	\$199 / \$225	\$ _____
8 AM - 5:30 PM: NCSN Certification Review (No NCPD)	\$199 / \$225	\$ _____

CONF. OPTION #1: IN-PERSON NASN2025: June 26 - June 29: 20.0 NCPD Contact Hours

	Early / Regular	
Active or Associate NASN Member Type--choose one of these fees	\$510 / \$575	\$ _____
Student or Retired NASN Member Type--choose one of these fees	\$380 / \$445	\$ _____
Non-member--choose one of these fees	\$635 / \$700	\$ _____

CONF. OPTION #2: VIRTUAL NASN2025: July 7 - July 9: 20.0 NCPD Contact Hours

	Early / Regular	
Active or Associate NASN Member Type--choose one of these fees	\$335 / \$400	\$ _____
Student or Retired NASN Member Type--choose one of these fees	\$285 / \$350	\$ _____
Non-member--choose one of these fees	\$460 / \$525	\$ _____

CONF. OPTION #3: NASN2025 BUNDLE (IN-PERSON & VIRTUAL): 37.0 NCPD Contact Hours

	Early / Regular	
Active or Associate NASN Member Type--choose one of these fees	\$640 / \$705	\$ _____
Student or Retired NASN Member Type--choose one of these fees	\$510 / \$575	\$ _____
Non-member--choose one of these fees	\$765 / \$830	\$ _____

Continue to next page

OTHER REGISTRATION ITEMS

Are you a State Data Coordinator? If yes, NASN will register you for the coordinator meeting. YES ☐ NO ☐

Have you been chosen to attend the Affiliate Leadership Summit (formally Leadership Academy) by your NASN Affiliate (State) association or NASN special interest group? If you were chosen to attend, please check yes. YES ☐ NO ☐

Donation to *Advocating for Equity*: NASN President's Endowment Challenge \$ _____

TOTAL AMOUNT TO PAY HERE \$ _____

If the total calculated on the registration form is incorrect, NASN is authorized to charge the correct amount.

REGISTRATION QUESTIONS: RESPONSES TO THE FOLLOWING QUESTIONS ARE REQUIRED

Select one indicating your nursing license status. ☐ RN ☐ NP ☐ DNP ☐ LPN/LVN ☐ Other ☐ N/A

If you are not a nurse, please indicate the career field that best describes your profession.

☐ Social Worker ☐ School Psychologist ☐ School Principal ☐ Occupational Therapist ☐ Teacher
☐ Physical Therapist ☐ School Administrator ☐ Behavioral Health Specialist ☐ Other

Braindate Ambassador: Are you interested in being a Braindate Ambassador (In-Person NASN2025 Attendees only)? Ambassadors are conference attendees who volunteer to lead peer-sharing conversations.

Select YES to be sent more information in May.

☐ YES ☐ NO

Delegation or Affiliate List: We would love to let your state school nurse organization (NASN Affiliate) and NASN special interest group leaders know you are attending so that they can let you know about any activities they are planning. We will share your name, membership classification, and preferred email address.

Do you agree to share this information?

☐ YES ☐ NO

Registration List: Our supportive exhibitors and sponsors would love to know you are attending so that they can share exclusive information for school nurses attending the conference. We will share your name, employer name, primary mailing address, preferred telephone, and preferred email address.

Do you agree to share this information?

☐ YES ☐ NO

Health and Safety Protocols: To register or participate in-person, please acknowledge that you have read and agreed to these protocols before you continue <https://www.nasn.org/nasn2025/attendees/health-safety-protocols>

_____ (Place your initials here)

Terms and Conditions of Attendance and Participation: We want you to know exactly how our event works and what you need to know to attend the conference. Please acknowledge that you have read and agreed to these terms before you continue

<https://www.nasn.org/nasn2025/terms>

_____ (Place your initials here)

PAYMENT

Have a group of 10 or more? A 10% discount may apply. FMI: Contact Christopher Cephas at ccephas@nasn.org.

- **Prepayment in U.S. funds is required.**
- Make checks or money orders payable to NASN2025. If paying with a Purchase Order, please include this form.
- Mail to: NASN2025, 1100 Wayne Avenue, Suite 925, Silver Spring, MD

Credit Card (select one): ☐ AMEX ☐ MasterCard ☐ Visa ☐ Discover

Credit Card Number: _____ Security Code Number: _____ Exp. Date: _____

Name on Card (Please Print): _____

Authorized Signature: _____

Review the Terms and Conditions of Attendance and Participation for the Cancellation Policy.

NASN
2025 STRONGER
TOGETHER



IN-PERSON: JUNE 26-29, 2025
AUSTIN, TEXAS

VIRTUAL: JULY 7-9, 2025
ONLINE



HOTEL & TRAVEL

HOTEL & TRAVEL

QUICK LINKS

[HOST HOTEL
RESERVATIONS](#)

[AUS](#) Airport Website

[VISIT AUSTIN](#) Visitor's
Site



HOST HOTEL

JW Marriott Austin
110 East 2nd Street
Austin, Texas 78701

Rates

\$249 Single & Double Occupancy (plus applicable taxes, service fees, and hotel-specific fees)

\$20 additional person (plus applicable taxes, service fees, and hotel-specific fees)

Group rates are available three days pre- and post-event dates - based on hotel availability.

To ensure NASN group rate, book directly through the host hotel. NASN does not work with 3rd party booking sites or companies.

Reservations

Online: <https://book.passkey.com/go/NASN2025>

Telephone: 1-888-236-2427

Cancellation Policy: Forty-eight (48) hours prior to arrival to avoid a penalty of one (1) night's room and tax.

Guaranteed Reservations: All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card.

Cut-Off Date: Friday, May 30, 2025

PARKING

Onsite Self Parking: Daily: \$54

Electric car charging station subject to availability.

Onsite Valet Parking: Daily: \$69

Overnight Parking: \$59 - \$69 daily \$79 with in/out privileges

Off-Site Self Parking Options

[SpotHero](#)

[ParkWhiz](#)

TRANSPORTATION

Airport: [AUS | Austin-Bergstrom International Airport Website](#)

Distance from property: 6.6 miles

Ground: [View this airport video](#) for details on how to meet a Ride App driver or Taxi driver from Baggage Claim.

Shuttle Service: [Carter Transportation](#) (formerly SuperShuttle) 800-258-3826 | RESERVATIONS REQUIRED!

Taxi Service

[ATX Co-Op Taxi](#) | 512-333-5555

[Central City Taxi](#) | 512-400-4044

[Z-Trip](#) | 512-452-9999

Transit/Bus Service: [CapMetro](#)

Bus Station (Cap metro Stop #578)

Subway Station (Downtown Station)

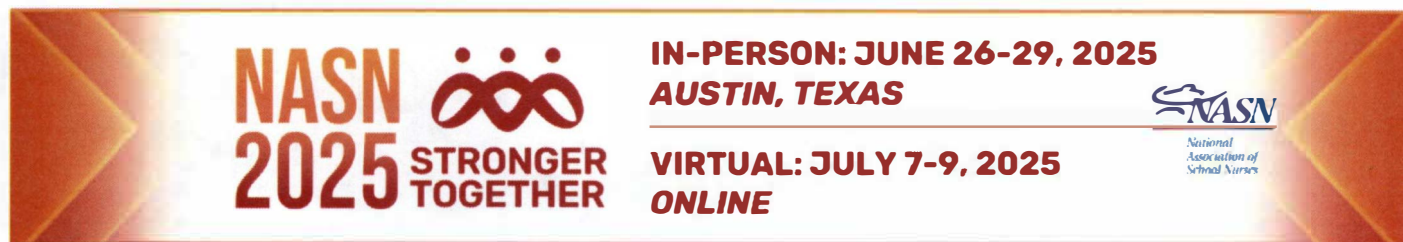
CAR RENTAL

Avis: Worldwide Discount (AWD) Number: J998368

[Reserve Online](#)

Reserve by Telephone: 800-331-1600 (provide AWD# to ensure the best rates)

Rentals may occur in Austin, TX or other locations. Advance reservations are recommended as rental vehicles seem to be in high demand during the summer and close to holidays.


[AGENDA & CONTENT / IN-PERSON NASN2025](#)

IN-PERSON NASN2025

QUICK LINKS

[JOIN NASN FIRST AND SAVE](#)
[JUSTIFICATION TOOLKIT](#)
[REGISTER ONLINE](#)

PURCHASE ORDER INFO

NASN does accept purchase orders. Submit the purchase order with a registration form for each individual.

[REGISTRATION FORM](#)
[NASN W-9 2025](#)

SCHEDULE AT A GLANCE

All times listed are Central time.

Preconference: Wednesday, June 25, 2025

These sessions are optional and have an additional cost.

8:00 AM - 5:30 PM

School Nurse Certification Review Course
6.5 NCPD contact hours

9:00 AM - 4:30 PM

Spanish Today for School Nurses
6.0 NCPD contact hours

Professional Legal Nurse Consultant (PLNC) Certification
No NCPD contact hours- Certificate handed out at completion of program

These sessions are optional and require an invitation.

1:00 PM - 5:00 PM

NASN Leadership Summit: Empowering State Affiliate Leaders (formally Leadership Academy)
Attendees of this session must collaborate with their NASN



Affiliate (State) association or NASN special interest group to be chosen for this session.

No NCPD contact hours

2025 Annual Session for Every Student Counts! Data Coordinators and Team Members

This session is uniquely for Every Student Counts! State Data Coordinators.

4.0 NCPD contact hours

Thursday, June 26, 2025

08:00 AM - 08:15 AM

Morning Welcome

08:15 AM - 10:15 AM

Annual Meeting

10:30 AM - 11:45 AM

General Session

TBD

01:00 PM - 02:15 PM

Breakout Sessions

Creating Resilient Workplaces: What a Leader Can Do

Developing District-Level Standards to Support a Successful School Nursing Program: A Magnet-Inspired Program

Confident Conversations: Announcement Approach Training to Increase HPV Vaccine Uptake

Empowering School Nurses Navigating Pregnancy Support For Students

Psychogenic Non-Epileptic Events - How School Nurses Can Best Support Students Diagnosed With PNEE

The Relationship Between School Nurse Presence and Student Social Risk Factors on Chronic School Absenteeism

02:30 PM - 03:45 PM

Breakout Sessions

Mental Health Toolkit for Students with Epilepsy for the School Nurse

Helping Kids Thrive: Understanding and Supporting Childhood Anxiety

Frequent Fliers or Preparing to Soar: The Effect of Stigmatizing Language in School Health

School Nurses: Leading the Charge in Meningococcal Vaccine Advocacy and Implementation

The Role of the School Nurse in Youth Suicide Prevention: Results from a National Study

04:00 PM - 05:15 PM

Breakout Sessions

Practical Applications of the MTSS Framework for Equitable Outcomes in Student Health CPG

School Nurses as Community Vaccine Champions

Singing the Blues: Why Are Boys Being Overlooked in Receiving Mental Health Care Access?

Integrating Diversity, Equity and Inclusion in the Management of Functional Neurological Disorder: School Nurse Guide

Caring for the Child with Primary Immune Deficiency - A Collaborative Nursing Model

The School Nursing Practice Framework™: What Does It Mean for Your Nursing Practice?

07:30 PM - 10:30 PM

The Lily Awards and After-Party

Friday, June 27, 2025

08:00 AM - 08:15 AM

Morning Welcome

08:15 AM - 10:45 AM

Keynote General Session

TBD

11:00 AM - 12:15 PM

Breakout Sessions

Examining Staffing Models: Examples from the Illinois Project

Demystifying Health-Body-Brain Connections: The School Nurse's Role in Educational Programming for Children With Chronic Illnesses

NASN Delegation to Cuba: A Cultural and Professional Exchange of Best School Health Practices

Suicide Prevention for School Nurses: Lessons Learned in New York City Public Schools

The State of School Nursing: Analysis of Essential School Nursing Responsibilities in the U.S.

12:15 PM - 05:00 PM

Exhibits

Braindate Lounge

12:30 PM - 04:30 PM

SIG Meetings

01:15 PM - 03:45 PM

Product Theaters

06:00 PM - 09:00 PM

Party with a Purpose - Service Project

Saturday, June 28, 2025

08:00 AM - 08:15 AM

Morning Welcome

08:15 AM - 09:45 AM

General Session

Winning Strategies For A Successful School Nurse Deposition

09:45 AM - 01:45 PM

Exhibits

Braindate Lounge

10:00 AM - 01:30 PM

SIG and Focus Group Meetings

10:00 AM - 12:30 PM

Product Theaters

02:00 PM - 03:15 PM

Breakout Sessions

Creating an Inclusive System to Care for Students with Learning Disabilities and Healthcare Needs

The Three Pillars of Mental Healthcare for Rural Students: Accessibility, Availability, and Acceptability

Enhancing School Safety: Creating an Inclusive Approach to K-12 School Safety

Strengthening Immunization Efforts: Collaborative Strategies Between School Nurses and Community Schools

Supporting Students with Brain Injuries: School Nurses as Key Players in Brain Injury Care Teams

Beyond Ratios: Enhancing Safe and Equitable School Nurse Assignments Through Acuity Measurement

03:30 PM - 04:45 PM

Breakout Sessions

Real World, Real Students, Real Strategies: Collaborative Partnerships that Support Students' Mental Health Needs

Laughing Together: Enhancing Student-Nurse Relationships Through Humor

Intersectionality: When Sexual Violence Comes to your Campus

Understanding the Impact of Wildfires and Extreme Heat on School Student and Staff Health

Addressing Leadership, Data, and Practice Needs Using An Academic-Practice-State Association Partnership

Nurse Involvement in School-Based PSE Strategies to Support Healthy Nutrition and Obesity Prevention among Students

05:00 PM...

Affiliate Night Out

Sunday, June 29, 2025

08:00 AM - 08:15 AM

Morning Welcome

08:15 AM - 09:45 AM

General Session

Immunization Communication

10:00 AM - 11:30 AM

General Session

TBD

12:00 PM - 01:15 PM

Keynote General Session

A Renaissance in School Nursing: The Dawn of a New Era

JUN 24 + 29

RNO → AUS

Trip & Price Details

✈

Price

Passengers

Payment

Confirmation

✈ Flight

Modify

<div>✈</div>	Tue 6/24	# 4346 RNO 10:50 AM	→	AUS 4:15 PM	3 hr 25 min	Nonstop	Wanna Get Away Only 3 left!	<div>Base fare 1 Passenger(s)</div> <div>\$387.32</div>
								<div>Taxes and fees</div> <div>\$59.65</div>
<div>✈</div>	Sun 6/29	# 1997 AUS 8:55 PM	→	RNO 10:25 PM	3 hr 30 min	Nonstop	Wanna Get Away	<div>Flight total</div> <div>\$446.97</div> <div>or from \$44/mo* with flexpay Learn more</div>

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/rrterms](#)

✈ 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
- ✓ 6 Rapid Rewards points per dollar per qualifying flight¹¹

¹¹Please read the [fare rules](#) associated with this purchase.

☐ Upgrade departing trip for \$20

☐ Upgrade returning trip for \$20

☐ Upgrade both for \$40

Apply upgrade



FY 2025 per diem rates for austin, 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
Austin	Travis	\$173	\$173	\$173	\$187	\$187	\$187	\$173	\$173	\$173	\$173	\$173	\$173



FY 2025 per diem rates for austin, 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
Austin	Travis	\$80	\$20	\$22	\$33	\$5	\$60.00