

**LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST**

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

Name(s) of Attendees Royce Aldridge and Kevin Kruse

SCHOOL Yerington High School

NAME OF CONFERENCE: Association for Career and Technical Education Vision 2025
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Nashville TN

DATE OF DEPARTURE: 12/8/25 DATE OF RETURN: 12/12/25

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.

-Strengthened industry connections: The conference emphasizes moving "beyond partnerships to co-creation" with industries. This approach can bring cutting-edge, real-world applications directly into the classroom.
Empowered faculty: Sessions designed to empower educators as "innovators and mentors" help create a more dynamic teaching environment. When teachers feel supported and prepared to lead change, they can cultivate a more positive and ambitious learning atmosphere.
-Data-driven improvement: The focus on building "anti-fragile and responsive programs" that adapt to employer and student needs can help create a more stable and effective educational environment.
-Culture of innovation: By addressing emerging technologies like AI and celebrating educational visionaries through awards like the Catapult Award, the conference encourages educators to push boundaries and embrace new teaching methods.
-Interdisciplinary collaboration: A key conference theme is to "integrate interdisciplinary skills". This supports a culture where academic and CTE departments work together, breaking down silos and providing a more holistic education for students.
-Community engagement: By emphasizing cross-sector collaboration, the conference encourages schools to actively engage with industry and the wider community. This strengthens relationships and aligns educational goals with real-world needs.
-Relevant and contextualized learning: Educational sessions cover hands-on strategies, curriculum design, and instructional best practices across various CTE disciplines. These sessions help teachers make learning relevant and connect academic knowledge to real-world applications.

TRAVEL APPROVED: Date

9/4/2025

K. B. Cooper, Ed.D.
Site administrator or supervisor signature

TRAVEL APPROVED: Date

9/9/25

Shirley L. Cooper, Ed.D.
Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 9/5/25

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 675 Reg. fee \$ 675

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

BUDGET# 280.631.0000.300.2213.580.10000.00.000

Travel By: Air \$ 342.29

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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BUDGET# 280.631.0000.300.2213.580.10000.00.000

Lodging: Room rate \$ 199 x 4 nights \$ 796

<input type="checkbox"/>	<input checked="" 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 \$ 22 x 4 days \$ 88
 Lunch \$ 23 x 5 days \$ 115
 Dinner \$ 36 x 5 days \$ 180
 Incidental \$ 5 x 25 days \$ 25

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

Substitutes: # of Days 5 x \$ 195 /day \$ 975

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.) \$ 100

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Other Miscellaneous expenses: (attach explanation) \$ 3,296.29
 TOTAL EXPENSES

<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: **December 9th-12th**

Name of where conference/training is being held
(i.e. Hotel, School, College, Convention Center): **Gaylord Opryland Resort and 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: **12/8/25 8:55am**

Date & Time you wish to RETURN: **12/12/25 11:55pm**

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) : **217**

All travelers agree to share lodging as appropriate?

☒ Yes ☐ No

Register under what name(s)?

Kevin Kruse, Royce Aldridge

Name, Address, Phone number of
lodging establishment:

Hyatt House Nashville 535 Rep. John Lewis Way S Nashville, Tennessee, 37203 United States

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.



U.S. General Services Administration

FY 2026 per diem rates for Tennessee

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
Brentwood / Franklin	Williamson	\$86	\$22	\$23	\$36	\$5	\$64.50
Chattanooga	Hamilton	\$74	\$18	\$20	\$31	\$5	\$55.50
Knoxville	Knox	\$74	\$18	\$20	\$31	\$5	\$55.50
Memphis	Shelby	\$74	\$18	\$20	\$31	\$5	\$55.50
Nashville	Davidson	\$86	\$22	\$23	\$36	\$5	\$64.50

FY 2026 per diem rates for Tennessee

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

Primary destination	County	2025 Oct	Nov	Dec	2026 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
Brentwood / Franklin	Williamson	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130
Chattanooga	Hamilton	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117
Knoxville	Knox	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119
Memphis	Shelby	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129	\$129
Nashville	Davidson	\$248	\$217	\$217	\$217	\$217	\$217	\$217	\$217	\$217	\$217	\$217	\$248



REGISTRATION

[ACTE W9 Form](#) | [Letter of Justification](#)

ATTENDEE REGISTRATION

CareerTech VISION & Expo	Advance thru 10/13	Regular
VISION Attendee Rates		
ACTE Member	\$625	\$675
Nonmember	\$815	\$865
ACTE Gala	\$95	\$95
One Day VISION Attendee Rates		
ACTE Member	\$355	\$355
Nonmember	\$480	\$480

Pre-Conference VISION Tours on Dec. 9	Rates
James Lawson High School Tour	\$95
McGavock High School Tour	\$95



Nissan Titans Stadium Tour SOLD OUT	\$95
Northeast Middle School & Kirkwood Middle School (Clarksville-Montgomery County School System)	\$95
Tennessee College of Applied Technology – Clarksville Campus	\$95

Pre-Conference VISION Workshops on Dec, 9	Rates
Best Practices for Building AI-Read Career and Technical Education Pipelines	\$175
Breaking Barriers: Work-Based Learning in Law and Public Safety	\$175
Building Robust Work-Based Learning Programs: A Step-by-Step Approach	\$175
Building Sustainable Middle School CTE Career Exploration Programs	\$175
CTE Admin 101	\$175
CTE Admin 102: Making Data Useful-Building Stronger CTE Programs with Insight	\$175
CTE for All: Hands-On Strategies to Engage Every Learner	\$175
DEEP Dive: Dual Enrollment as a College and Career On-Ramp	\$175
District Administrator Best Practices for CTSO Support & Engagement	\$200
Industry Partnerships That Scale: Strengthening Career Academies & Workforce	\$175
Powerhouse Strategies to Recruit, Retain & Reinspire the Post-Pandemic Student	\$175
Revitalizing CTE Instruction: Innovative Strategies for Seasoned Educators	\$205
State Association Leadership Training	\$40
Strengthening K-8 Career Exploration to Drive CTE Enrollment & Success	\$185
Vision to Action: Mastering Brand Strategy & Marketing for CTE	\$175

Companion Event: NAAE	Advance thru 10/13	Regular
ACTE Member	\$625	\$675
NAAE Member	\$595	\$645
ACTE Nonmember	\$815	\$865
NAAE Nonmember	\$815	\$865

Companion Event: LAPSEN	Advance thru 10/13	Regular
LAPSEN Member	\$399	\$449
LAPSEN Conference Nonmember	\$449	\$499



Speakers & Tennessee Teachers – Always Early	\$339
Law and Public Safety Agencies Sun, 12/7 - Tue, 12/9	Price
Law Enforcement and Public Safety Industry Recruitment and Youth Pipeline Conference	\$489
Pre-conference Training on Sunday, 12/7	Price
Drones for Law and Public Safety – NFPA 2400 Instructor	\$349
NECI 9-1-1 Basic Instructor	
LAPSEN Law Enforcement Micro-Credential Certification – Basic	
LAPSEN CSI Micro-Credential Certification – Basic	
Xplorlabs: The Science of Fire Forensics (half day)	\$59
WBL Day Conference Tuesday 12/9	Price
Law and Public Safety Work Based Learning ACTE VISION Pre-conference	\$175

What does the registration fee include?

The full conference registration fee includes access to all general sessions, 400+ concurrent sessions and the Expo. Workshops and the Awards Gala are an additional cost. Meals are not included, with the exception of the Awards Gala (additional fee) and First-time Attendee Orientation.

What is your speaker/presenter registration policy?

All speakers and presenters are required to register for CareerTech VISION. All accepted speakers/presenters will receive additional information to register online. If you have questions about registering as a speaker/presenter please contact Jessica Rivera at jrivera@acteonline.org.

What is your cancellation policy?

Confirmed registrants may cancel and receive a full refund, minus a \$100 administrative fee through **Sept.13, 2025**, for standard conference registration fees. Fifty percent of the standard conference registration fee will be refunded for cancellations received from **Sept. 14, 2025 through Oct. 11, 2025**. Cancellation requests received after **Oct. 11, 2025** are nonrefundable.

Please note, no refunds are provided for Individual Gala ticket holders who opt to join a Sponsored Gala Table.

Substitutions Substitutions are allowed by individuals within the same institution/company. Substitutions should have the same membership classification so that the payment is an even exchange transfer of payment. Please email your request for the substitute attendee to registration@acteonline.org with the following information for the substitute: First and Last Name Badge Name Organization/School Address Email Cell Phone Field of Specialization Organization/School Type Position Type

Please note: ACTE dues are non-transferable. Dues that have been sent to ACTE for the original registrant stay with the original registrant. Substitutes who are not ACTE members are required to submit membership dues or register at the non-member rate.



A Special Thanks to Our Sponsors



CONTACT US

call: 800-826-9972

email: acta@actonline.org



DEC 6 - 12
✈ RNO → BNA**You chose a Basic fare**

Basic fares are non-refundable except as allowed by our 24-hour cancellation policy. Flight changes are allowed but require a fare upgrade. Customers may be eligible for a flight credit if canceled at least 10 minutes prior to the flight's original departure time. Checked bag fees may apply.

Trip & Price Details

Price Passengers Payment Confirmation

✈ Flight [Modify](#)

✈ Mon 12/8 # 4184 / 1056
RNO → **BNA** 9 hr 15 min 1 stop ✈ Basic
8:55 AM 8:10 PM

1 Passenger | [Open Seating](#)

Base fare
1 Passenger(s) **\$339.96**

Discount total **-\$68.06**

Subtotal **\$271.90**

Taxes and fees **\$70.39**

✈ Fri 12/12 # 1065 / 1707
BNA → **RNO** 9 hr 55 min 1 stop ✈ Basic
4:00 PM 11:55 PM

1 Passenger | [Open Seating](#)

Flight total **\$342.29**
or from \$34/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.
- For more information regarding Cash + Points, visit [Southwest.com/rterms](https://www.southwest.com/rterms)

SUBTOTAL **\$339.96**

DISCOUNT **-\$68.06**


TAXES & FEES **\$70.39**

TRIP TOTAL **\$342.29**


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By clicking 'Continue', you agree to accept the [fare rules](#)
and want to continue with this purchase.

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Add a car



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From \$44.99*/day in Nashville

*Taxes and fees apply. Terms apply.

Book now

PICK-UP LOCATION

Nashville, TN

Nashville, TN - BNA


PICK-UP DATE

12/08

Mon, Dec 8, 2025

PICK-UP TIME

9:00 PM



RETURN LOCATION

Nashville, TN

Nashville, TN - BNA


RETURN DATE

12/12

Fri, Dec 12, 2025


RETURN TIME

3:00 PM




RENTAL COMPANY (Optional)

No preference



VEHICLE SIZE (Optional)

No preference



Search

Not ready to buy yet? [Save this flight for later.](#)

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[Continue](#)

By clicking 'Continue', you agree to accept the [fare rules](#) and want to continue with this purchase.

No-show policy

If you do not plan to travel on your flight, 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.](#)

Fare Benefits

Basic¹

Basic fares are non-refundable except as allowed by our 24-hour cancellation policy or a fare upgrade. Customers may be eligible for a flight credit if canceled at least 10 minutes prior to the flight's original departure time.

Checked bag²

Bag fees apply to Basic, Choice, and Choice Preferred fares booked and ticketed and/or changed on or after May 28, 2025. Choice Extra fares and Rapid Rewards® A-List Preferred members receive two free checked bags. A-List members and Rapid Rewards Credit Cardmembers only receive their first checked bag for free. Checked bag benefits do not apply on flights booked with a partner carrier. Weight and size limits apply. Additional allowances, benefits, and/or exceptions may apply. [Learn more.](#)

Rapid Rewards® points³

Points can be earned from (a) Qualifying Flights (defined below) operated by Southwest®, or (b) qualifying purchases with our Rapid Rewards® partners. "Qualifying Flights" include flights operated by Southwest Airlines® and paid entirely with dollars, Southwest LUV Vouchers®, gift cards, or flight credits and those paid with Cash + Points. NOTE: With a Cash + Points booking, points are earned only on the portion of the base fare that is paid with dollars. Qualifying Flights exclude reward flights, charter flights, nonrevenue travel, and Companion Pass® travel. All Rapid Rewards rules and regulations apply and can be found at [Southwest.com/rterms](#).

No Cancel fees⁴

If you need to change an upcoming flight itinerary, you'll only pay the difference in fare for Choice, Choice Preferred, and Choice Extra fares (if one applies). For Basic fares, you may upgrade the fare to Choice, Choice Preferred or Choice Extra. Failure to cancel a reservation at least 10 minutes prior to original scheduled departure may result in forfeited travel funds.

Refundable⁵

As long as you cancel your reservation at least 10 minutes prior to the original scheduled departure of your flight, you're eligible to receive 100% of your ticket value as a refund to your original form of payment. A Southwest® flight credit from a previous reservation that is applied toward a Choice Extra or Choice Preferred fare will be refunded as a Transferable Flight Credit™. For travel booked with Rapid Rewards® points, if canceled, points will be returned to the Rapid Rewards account holder who booked the reservation. If you do not cancel, your funds will be refunded as a Transferable Flight Credit. [Learn more.](#)

Transferable Flight Credit™⁶

To receive a flight credit, you must cancel your flight at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel, your points and funds may be forfeited. [Learn more.](#) A Transferable Flight Credit™ created from reservations booked and ticketed and/or changed on or after May 28, 2025 expire twelve months from the date the fare was booked and ticketed. A Transferable Flight Credit™ can be transferred between Rapid Rewards® Members. Only one transfer is permitted. For bookings made through a Southwest® Business channel, transfers are allowed only between employees within the organization.

Flight credits⁷

To receive a flight credit, you must cancel your flight at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel, your points and funds may be forfeited. [Learn more.](#) A Transferable Flight Credit™ created from Choice Extra, Choice Preferred, and Choice reservations booked and ticketed and/or changed on or after May 28, 2025 expire twelve months from the date the fare was booked and ticketed. Basic fare flight credits expire six months from the date the fare was purchased and ticketed.

Mon, Dec 8, 2025 - Fri, Dec 12, 2025

1 Room, 1 Guest

G-ACTE

EDIT



1 / 37

Hyatt House Nashville Downtown / Convention Center

Hyatt House Award Category 4

★★★★☆ 4/5 Website [↗](#)[📍](#) 535 Rep. John Lewis Way S Nashville, Tennessee, 37203 United States

(i) PLEASE NOTE: A valid credit card is required and must be presented at check-in. The full amount of the stay is charged/authorized to the card upon check-in. All reservations will have a one (1) night room and tax added to the card within 48 hours of check-in. Declined credit cards will void any reservation process. Self-parking is \$45.00 per day plus tax per car. The minimum age to reserve a guest room is 21 years old. A person of the minimum age requirement must be present at check-in and become a registered guest in the room.

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Description

Settle in for an exceptional extended stay at Hyatt House Nashville Downtown / Convention Center. Our hotel offers spacious suites with kitchens, free breakfast served every morning and an indoor pool. Located in the heart of downtown, our hotel is steps away from Nashville's convention center complex as well as premier shopping and dining. For entertainment, you can head to Ryman Auditorium, Bridgestone Arena or Centennial Park. Plus, we are close to offices for Amazon, Asurion and Bridgestone Americas, in addition to medical facilities at Nashville General Hospital, TriStar Centennial Medical Center and Vanderbilt University Medical Center. No matter how long you're in town, make the most of it when you choose Hyatt House Nashville Downtown / Convention Center.

Free Breakfast

Electric Vehicle Charging

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Pet Friendly

In-Room Chromecast

Laundry

Free Internet Access

On-Site Restaurant

Pool

Digital Check-In

Business Services

Meeting Facilities

[SKIP MAIN NAVIGATION](#)

Currency

Hotel Currency



Accessible Room



Use Points

Filters (1)

G-ACTE

ROOMS (2)

**Den | King Bed (Plus Sofa Bed)**

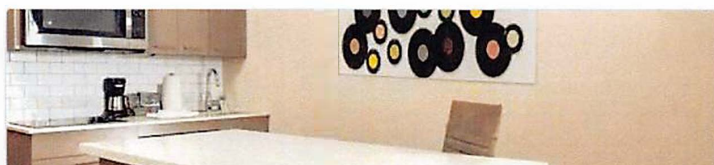
Unwind in this 300-square-foot SoBro room with a king bed, a sleeper sofa for additional guests and our signature Cozy Corner with comfortable seating. This room also has...

[View Room Details](#)**Acte Overflow...**

Avg/Night

\$199

SELECT & BOOK

**Studio Kitchen Suite | King Bed (Plus Sofa Bed)**

Feel at ease in this 400-square-foot Nashville studio suite and enjoy a king bed, a comfortable seating area with a sleeper sofa and separate living and sleeping areas....

[View Room Details](#)**Acte Overflow...**

Avg/Night

\$199

SELECT & BOOK

**Special Offer - Earn up to \$350 in Hyatt Credit, Plus, 5,000 Bonus Points**[Learn More & Apply Now](#)**Best Rate Guarantee**

If you find a better rate, we'll match it—and give you the choice of an additional 20% off or 5,000 World of Hyatt Bonus Points. [Learn More](#)

What our Guests Say



Tripadvisor

★★★★☆ 4/5

From 472 reviews on Tripadvisor

Sort By

Highest Rating

great rooms and service**★★★★★ 5/5**

The rooms are clean and modern. The showers were big and had great water pressure. The staff was excellent and helpful. The breakfast was typical for a hot hotel breakfast

Clean, quiet, friendly, good location**★★★★★ 5/5**

The staff was courteous and friendly. The room was more than I expected for the price. Located close enough to walk to Broadway and far enough to t

[SKIP MAIN NAVIGATION](#)**Funs times at the Hyatt****★★★★★ 5/5**

This Hyatt house was convenient to all things Nashville. Very clean & comfortable. Great rate, too. Our convention attendees hung out in the lounge and were treated great by the staff.

Great sta**★★★★★**

A fantastic exp
Joel at the fror
staff works to
downtown Na
middle of it ar
around the co

September 2025 | chrisr16635YM

August 2025 | OHSnowCountryGirl

August 2025 | Gloria A

[Read More](#)
August 21

LUXURY

LIFESTYLE

INCLUSIVE

CLASSICS

ESSENTIALS

*Coming soon to World of Hyatt

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