

LYON COUNTY SCHOOL DISTRICT  
**TRAVEL REQUEST**

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

Name(s) of Attendees Hannah Swindlehurst / Jasmine Kersey / William Neil

SCHOOL Cottonwood Elementary

NAME OF CONFERENCE: ESEA Conference  
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Denver, CO

DATE OF DEPARTURE: Feb 09th, 2026

DATE OF RETURN: Feb 12th, 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      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 National ESEA conference is an annual project of the NATIONAL Association of ESEA State programs Administrators (NAESPA) and the only conference focused entirely on federal education programs for disadvantaged students. The conference emphasizes the critical nature of doing what is right and what is needed today to help every child succeed and achieve at high levels.

TRAVEL APPROVED: Date

10/9/25

Virgin Hark  
Site administrator or supervisor signature

TRAVEL APPROVED: Date

10/9/25

Shayla Cooper, EdD  
Superintendent or designee signature

**District Office Use Only**

Received by District Office

Date: 10/9/25

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: Title 1

BUDGET# 280.633.0000.000.2213.330.10209.26.000

Registration Fees:

Attendees 3 x 649 Reg. fee

Total \$ 1947.00

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

BUDGET# 280.633.0000.000.2213.330.10209.26.000

Travel By:

Air

\$ 1265.88

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

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

BUDGET# 280.633.0000.000.2213.330.10209.26.000

Lodging:

Room rate

\$ 356 x 3 nights

\$ 2136.00

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

(Use GSA ratings for lodging and meals [www.gsa.gov](http://www.gsa.gov) ATTENDEE WILL OWE DIFFERENCE if applicable) lodging receipts must be obtained and sent to District Office upon return.

Meals:

Breakfast

\$ 23 x 3 days

\$ 207.00

Lunch

\$ 26 x 3 days

\$ 234.00

Dinner

\$ 38 x 4 days

\$ 456.00

Incidental

\$ 5 x 4 days

\$ 60.00

|                          |                                     |                          |                          |
|--------------------------|-------------------------------------|--------------------------|--------------------------|
| <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 4 x \$ 145 /day

\$ 1160.00

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

Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)

\$ 50.00

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

Other Miscellaneous expenses: (attach explanation)

TOTAL EXPENSES

\$ 7515.88

|                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <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: **02/10/2026 to 02/12/2025**

Name of where conference/training is being held  
(i.e. Hotel, School, College, Convention Center): **Colorado Convention Center in Denver, CO**

## 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: **2:35PM 02/09/26**

Date & Time you wish to RETURN: **9:55pm 02/12/26**

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) : **165.00**

All travelers agree to share lodging as  
appropriate?

☒ Yes ☐ No

Register under what name(s)?

**Hannah Swindlehurst**

Name, Address, Phone number of  
lodging establishment:

**Hyatt Regency - 650 15th st Denver, CO 80202**

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.**



### 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 Seats Payment Confirmation

### Flight

**Mon 2/9** # 4185  
**RNO** → **DEN** 2 hr 10 min Nonstop Choice  
2:35 PM 5:45 PM

3 Passengers | Reserve your seats when booking

Base fare  
3 Passenger(s) **\$1,092.18**

Taxes and fees **\$173.70**

Flight total **\$1,265.88**  
or from \$124/mo\*  
with flexpay Learn more

**Thu 2/12** # 4710  
**DEN** → **RNO** 2 hr 40 min Nonstop Basic  
9:55 PM 11:35 PM

3 Passengers | Seat assigned at check-in

#### 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)

### Upgrade Flight

## Upgrade to Choice Preferred



- ✓ NEW Choose a Preferred seat at booking<sup>15</sup>
- ✓ NEW Group 3-5 boarding<sup>16</sup>
- ✓ Refundable<sup>5</sup>
- ✓ Priority Lane and Express Lane<sup>12</sup>
- ✓ 10x Rapid Rewards® points per dollar<sup>3</sup>
- ✓ Free same-day change/standby (taxes and fees may apply)<sup>9</sup>
- ⓘ Checked bag fees may apply<sup>2</sup>

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

Prices shown per passenger, per one-way.

☐ Upgrade departing trip for \$61

Apply upgrade

SUBTOTAL **\$1,092.18**  
TAXES & FEES **\$173.70**  
**TRIP TOTAL \$1,265.88**

\*Show price breakdown

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

Log in for faster checkout

Continue

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



# FY 2026 per diem rates for Denver, Colorado

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 |
|----------------------|---------------------------------------|------------|-----------|-------|--------|---------------------|-----------------------------|
| Boulder / Broomfield | Boulder / Broomfield                  | \$80       | \$20      | \$22  | \$33   | \$5                 | \$60.00                     |
| Denver / Aurora      | Denver / Adams / Arapahoe / Jefferson | \$92       | \$23      | \$26  | \$38   | \$5                 | \$69.00                     |



# FY 2026 per diem rates for Denver, Colorado

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   |
|----------------------|------------------------------------------|----------|-------|-------|----------|-------|-------|-------|-------|-------|-------|-------|-------|
| Boulder / Broomfield | Boulder / Broomfield                     | \$173    | \$125 | \$125 | \$125    | \$125 | \$125 | \$125 | \$173 | \$173 | \$173 | \$173 | \$173 |
| Denver / Aurora      | Denver / Adams /<br>Arapahoe / Jefferson | \$215    | \$165 | \$165 | \$165    | \$165 | \$165 | \$215 | \$215 | \$215 | \$215 | \$215 | \$215 |

## NATIONAL ESEA CONFERENCE

[EXHIBIT](#)  
[PRESENT](#)  
[ATTEND](#)

[SCHEDULE](#)  
[HOTELS & TRAVEL](#)  
[REGISTER NOW](#)

**February 10-12, 2026**  
 Denver, CO & Online

### Hyatt Regency

Pricing:  
**\$341** (including all taxes and fees)  
 \$356 - triple occupancy  
 \$371 - quad occupancy

[Make a Reservation](#)

The beautiful Hyatt Regency, a modern, upscale hotel, is a 3-minute walk from The Colorado Convention Center. Unwind with a 24/7 fitness center featuring Peloton® Bikes, an indoor pool and an outdoor hot tub. Enjoy delicious grab-and-go market eats the on-site restaurant and bar, Peaks Lounge, located on the 27th floor with views of the Rocky Mountains. Full guest room renovations in all guest rooms in 2025!

#### Address:

650 15th St  
 Denver, CO 80202

One block from the Colorado Convention Center

#### Amenities:

- Free WiFi
- Indoor pool
- Hot tub
- Fitness Center
- Spa
- Room service
- Restaurants/24-hour coffee shop
- Top-floor cocktail lounge w/ city views

#### Parking:

Self-park: \$55 per day  
 Valet: \$77 per day

View hotel policies on the [Hotels & Travel Page](#)



#### ESEA Network

The National Association of ESEA State Program Administrators (formerly the National Title I Association) is dedicated to building the capacity of education professionals to provide disadvantaged children with a high quality education. Their ESEA Network website provides a host of resources to educators at all levels.

#### Connect With Us



#### Contact Us

admin@eseanetwork.org | 800-256-6152  
 512 North Franklin Street | Fort Bragg, CA 95437

#### About

[About Us](#)  
[About ESEA](#)  
[Mission & Principles](#)  
[Bylaws](#)  
[Association Leadership](#)  
[State ESEA Leaders](#)  
[HELP/FAQ](#)

#### Conference

[Attendees](#)  
[Presenters](#)  
[Exhibitors](#)

#### Video

[Featured](#)  
[Policy](#)  
[Instruction](#)  
[Leadership](#)  
[Browse All](#)

#### News

[Latest News](#)  
[Legislation](#)  
[USED & White House](#)  
[Policy](#)  
[Projects & Events](#)  
[News from Others](#)