

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees Sydney Botts

SCHOOL Fernley High School

NAME OF CONFERENCE: CASE Food Science and Safety Curriculum Training
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Raleigh, NC

DATE OF DEPARTURE: July 20th, 2025

DATE OF RETURN: July 25th, 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
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 CASE (Curriculum for Agricultural Science Education) curriculum has significantly enhanced the interactivity and quality of both scientific and agricultural education in my Food Science and Safety class. Through this program, students engage in hands-on lab activities that align directly with required standards, fostering a deeper understanding of key concepts.

The upcoming CASE Food Science and Safety curriculum training will provide specialized professional development, enabling me to implement this highly regarded curriculum in my food science course next year. Based on discussions with colleagues who have utilized CASE, the Food Science curriculum is among the best available, offering structured, inquiry-based learning experiences that engage students in real-world applications of food safety and science principles.

Attending this training will positively impact the classroom climate and culture by equipping me with innovative instructional strategies that enhance student engagement and comprehension. The hands-on, inquiry-driven approach of CASE fosters a collaborative and interactive learning environment, promoting critical thinking, problem-solving, and teamwork among students. Additionally, implementing this curriculum will ensure that students receive high-quality, standards-based instruction that prepares them for further education and careers in food science, agriculture, and related fields.

By attending this training, I will bring back valuable resources and knowledge to enhance student learning, support a positive and engaging classroom atmosphere, and contribute to the overall academic success of our food science program.

TRAVEL APPROVED: Date 3.19.25



Site administrator or supervisor signature

TRAVEL APPROVED: Date 3/20/25



Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 3/20/25

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# 280.631.0000.300.2213.580.10000.00.000 Total
 Registration Fees: Attendees 1 x 2450 Reg. fee \$ 2450

District Office	Grant	School Site	Other
	✓		

BUDGET# 280.631.0000.300.2213.580.10000.00.000
 Travel By: Air \$ 481.56
 (Air, ~~district car, private car for personal convenience, etc.~~)

	✓		
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BUDGET# 280.631.0000.300.2213.580.10000.00.000
 Lodging: Room rate \$ 40 x 5 nights \$ 200

	✓		
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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 \$ 18 x 6 days \$ 108
 Lunch \$ 20 x 2 days \$ 40
 Dinner \$ 31 x 5 days \$ 155
 Incidental \$ 5 x 6 days \$ 30

	✓		
	✓		
	✓		
	✓		

Substitutes: # of Days _____ x \$ _____ /day

Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.) \$ 99.40

	✓		
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Other Miscellaneous expenses: (attach explanation) \$ _____
TOTAL EXPENSES \$ 3,563.96

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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:	July 21-25th, 2025
Name of where conference/training is being held (I.e. Hotel, School, College, Convention Center):	North Carolina State University

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:	July 20th @ 5:55AM
Date & Time you wish to RETURN:	July 25th @ 5:15PM
List any special notes here:	Sothwest airlines is preferable

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

Register under what name(s)?	Sydney Botts
Name, Address, Phone number of lodging establishment:	Wolf Village NCSU Campus Housing

Code Information: _____

DEADLINE DATE :

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.

Get Certified

Explore FSS in North Carolina!



North Carolina State University



Food Science and Safety

Host Contact Information

Paige Luck: paige_luck@ncsu.edu

RESOURCES

Ready to register for this Institute? Here are a few helpful resources.

[Registration Link](#)

[NCAE W9](#)

Deadlines

Event registration closes May 1, 2025

CANCELLATION POLICY

CASE encourages participants to register early and pay with a credit card to secure their spot in the CASE

Institute. Participants registering for a CASE Institute agree to the following cancellation policy: [Print and view the CASE Cancellation Policy Here.](#)

Event Details - 7-day Institute

Virtual Orientation: Sunday, July 13th @ 6:00 PM EST

In-Person Event Dates: 07/21/25 - 07/25/25

Virtual Event Dates: 07/28/25 - 07/29/25

CASE Institute Location

Schaub Hall

400 Dan Allen Dr.

Raleigh, NC 27695

Questions?

CASE Institute Host

Paige Luck

paige_luck@ncsu.edu

Registration & Payment

Regular Registration Price: \$2,450

Register through the MyCASE portal.

Make all checks payable to the National Council for Agricultural Education.

Mail to: National Council for Agricultural Education, c/o
Melissa Rekeweg, P.O. Box 78124, Indianapolis, IN 46278-0124

View NCAE vendor setup forms here.

Participant Lodging & Meals

Effective January 1, 2025, lodging and meal costs are no longer included in registration costs. Host accommodations are optional and payable to the third-party vendor, as detailed below.

Lodging Location: Wolf Village on the NCSU campus

Lodging Price: \$40/night

Room and Board Package Link: Complete this **form** and receive an invoice noreply@clover.com (NCSU Howling Cow Creamery)

Description: This block is for a single room with a two-person shared bathroom in a four bedroom suite. Linens (sheets and towels) are **not** included. The suite contains a kitchen, laundry facilities, and a common area. This package is for a housing only - it does not include additional dining options.

Lunch & Dinner: During the in-person component, participants receive daily lunches and one evening meal from the host.

Travel: Not included with registration.

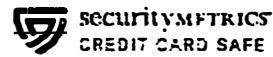
Recommended Airport

Raleigh Durham International

CASE is an initiative of the National Council for Agricultural Education (The Council).



**A national partnership
for excellence in agriculture
and education.**



2025 Copyright Curriculum for Agricultural Science Education (CASE) P.O. Box 78124, Indianapolis, IN 46278-0124



FY 2025 per diem rates for raleigh, North Carolina

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
Raleigh	Wake	\$74	\$18	\$20	\$31	\$5	\$55.50



FY 2025 per diem rates for raleigh, North Carolina

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
Raleigh	Wake	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131

RNO → RDU

Trip & Price Details

Price **Passengers** **Payment** **Confirmation**

Flight Modify

<p> Sun 7/20</p>	<p># 4348 / 4447</p> <p>RNO → RDU</p> <p>5:55 AM 4:55 PM</p>	<p>8 hr 0 min</p> <p>1 stop </p> <p>Wanna Get Away</p>	<p>Base fare 1 Passenger(s) \$396.61</p> <p>Taxes and fees \$84.95</p>
<p> Fri 7/25</p>	<p># 3257 / 3398</p> <p>RDU → RNO</p> <p>5:15 PM 10:40 PM</p>	<p>8 hr 25 min</p> <p>2 stops </p> <p>Wanna Get Away</p>	<p>Flight total \$481.56</p> <p style="text-align: right;"><small>or from \$48/mo* with flexpay Learn more</small></p>

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](https://www.southwest.com/rrterms)

BASE FEE	\$0.00
TAXES	\$396.61
FEES & TIPS	\$84.95
TRIP TOTAL	\$481.56

[Show price breakdown](#)



Get a \$200.00 statement credit¹
 and 10,000 Rapid Rewards[®] points.²

¹ After trip purchase. ² After you use a Southwest Rapid Rewards card. [Apply now >](#)

YOU PAY TODAY	\$481.56
CREDIT ON YOUR STATEMENT	-\$200.00
TOTAL AFTER STATEMENT CREDIT	\$281.56

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.

Add a Car Products not confirmed until purchase.

No worries, your flight will remain in your cart while you search for a car.