

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees LCSD Grants Department, Fiscal Officer, & Director of Operations- Up to 5 travelers (TBD)

SCHOOL District Office

NAME OF CONFERENCE: National Elementary and Secondary Education Act Conference
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Denver, CO

DATE OF DEPARTURE: February 9, 2026 DATE OF RETURN: February 13, 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 brings together educators and administrators from across the nation every year to coordinate among federal education programs under the Elementary and Secondary Education Act (ESEA) and other federal programs. This Conference promises to empower you with the knowledge and resources you need to excel in our field. Together, we work towards achieving the shared vision of improving education for all Lyon County youth. Attending this conference will also help ensure compliance with federal regulations, but more importantly to see that all children, especially those living in economically disadvantaged conditions have the opportunity to receive a high quality education.

TRAVEL APPROVED: Date 10/2/25

Kayleen Larkins
Site administrator or supervisor signature

TRAVEL APPROVED: Date 10/2/25

Shay L. Cooper, EdD
Superintendent or designee signature

District Office Use Only

Received by District Office Date: 10/2/25

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 I

BUDGET# 280.633.0000.000.2213.330.10000.00.000
 Registration Fees: Attendees 5 x \$649.00 Reg. fee \$ 3,245.00

District Office	Grant	School Site	Other
☐	☒	☐	☐

BUDGET# 280.633.0000.000.2213.587.10000.00.000
 Travel By: Air fees reflect round trip *5 \$425.92 \$ 2,129.60
 (Air, district car, private car for personal convenience, etc.)

☐	☒	☐	☐
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BUDGET# 280.633.0000.000.2213.587.10000.00.000
 Lodging: Room rate \$ 292.67 X 4 rooms x 4 nights \$ 4,682.72

☐	☒	☐	☐
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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 \$ 23 x 5x5 days \$ 575.00
 Lunch \$ 26 x 5x4 days \$ 520.00
 Dinner \$ 38 x 5x4 days \$ 760.00
 Incidental \$ 5 x 5x5 days \$ 125.00

☐	☒	☐	☐
☐	☒	☐	☐
☐	☒	☐	☐
☐	☒	☐	☐

Substitutes: # of Days X \$ /day

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

☐	☒	☐	☐
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Other Miscellaneous expenses: (attach explanation) \$ 12,037.32
 TOTAL EXPENSES

☐	☐	☐	☐
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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: **February 10-12, 2026**

Name of where conference/training is being held
(i.e. Hotel, School, College, Convention Center): **Colorado 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: **February 9, 2026 @ 9:00 AM**

Date & Time you wish to RETURN: **February 13, 2026 @ 7:55 AM**

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)?

TBD

Name, Address, Phone number of
lodging establishment:

TBD

DEADLINE DATE : October 31, 2025 Early Bird Pricing **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.

NATIONAL ESEA CONFERENCE

[EXHIBIT](#) [SCHEDULE](#)
[PRESENT](#) [HOTELS & TRAVEL](#)
[ATTEND](#) [REGISTER NOW](#)

February 10-12, 2026
Denver, CO & Online

Program Overview

Times shown are listed in Mountain Time (local time Denver, CO)

Schedule subject to change

Monday, February 9

- 12:00pm - 9:00pm - Badge Pick Up

Tuesday, February 10

- 7:00am - 5:00pm - Badge Pick Up
- 8:00am - 9:30am - Opening Keynote
- 9:15am - 4:45pm - Exhibit Hall Open
- 9:30am - 10:30am - Break
- 10:30am - 4:00pm - Concurrent Sessions
- 4:15pm - 5:30pm - Sponsored Sessions

Wednesday, February 11

- 7:45am - 5:00pm - Badge Pick Up
- 8:00am - 9:15am - Keynote
- 9:15am - 3:00pm - Exhibit Hall Open
- 9:30am - 10:15am - Concurrent Sessions
- 12:15pm - 1:15pm - Break
- 1:15pm - 4:00pm - Concurrent Sessions
- 4:15pm - 5:15pm - Sponsored Sessions

Thursday, February 12

- 8:45am - 3:30pm - Badge Pick up
- 9:00am - 10:15am - Keynote
- 10:30am - 4:15pm - Concurrent Sessions

- View some of the [outstanding keynote speakers](#) from previous National ESEA Conferences.

Register Early and Save

Whether you prefer the convenience of virtual registration or traveling to the in-person event in downtown Denver - mark your calendar and [secure your spot](#) before November 1st to save \$70 off the cost of registration. In-person registration is anticipated to sell out and hotel rooms are limited, so don't delay.

Continuing Education

Attendees have the opportunity to earn up to two graduate-level extension credits (GLECs) for attending a majority of Conference sessions. Once registered for the Conference, [enroll here](#) through the University of San Diego. (Extra \$79 fee per credit applies, enrollment open now through March 31, 2026.)

Registration Types & Prices

INDIVIDUAL REGISTRATION In-Person & Virtual

\$649 – EARLY BIRD PRICE

Available June 3 - October 31, 2025

\$719 – STANDARD PRICE

Starting November 1, 2025

[Download the Attendee Guide for More Information](#)

NOTE: If paying by check, the check must be received no later than February 3, 2026.

GROUP REGISTRATION 10 or more people

\$609/each

June 3 - October 31, 2025

[Group Registration FAQs](#)

REGISTER NOW

Exhibit Hall Schedule

The National ESEA Conference includes two full days of exhibits inside the Exhibit Hall and many Conference sessions presented by exhibitors. Be sure to carve out some time on Wednesday and Thursday to

Tuesday February 10

Exhibit Hall Open
9:15am - 4:45pm

Wednesday February 11

Exhibit Hall Open
9:15am - 3:00pm

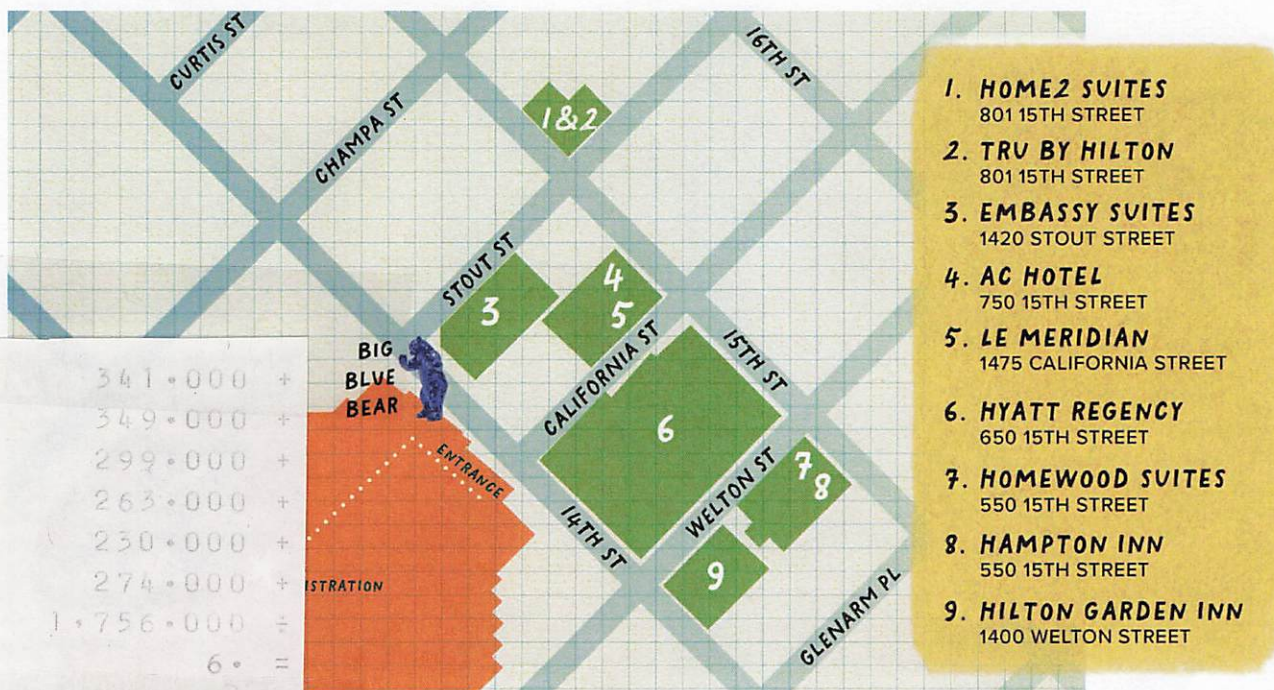
NATIONAL ESEA CONFERENCE

[EXHIBIT](#) [SCHEDULE](#)
[PRESENT](#) [HOTELS & TRAVEL](#)
[ATTEND](#) [REGISTER NOW](#)

February 10-12, 2026
Denver, CO & Online

HOTELS & TRAVEL

HOTEL POLICIES



Conference Location: Colorado Convention Center
700 14th St, Denver, CO 80202

[Nine hotels](#) are offered at special conference pricing for attendees and exhibitors.

Hyatt Regency

\$341 per night

[VIEW DETAILS](#)

Le Meridian

\$349 per night

[VIEW DETAILS](#)

AC Hotel

\$299 per night

[VIEW DETAILS](#)

Home2 Suites

\$263 per night

[VIEW DETAILS](#)

Tru by Hilton

\$230 per night

[VIEW DETAILS](#)

Hilton Garden Inn

\$274 per night

[VIEW DETAILS](#)

Average Cost \$ 292.67 per night



Trip & Price Details

Price Passengers Seats Payment Confirmation

Flight [Modify](#)

Mon 2/9 # 1384
RNO → **DEN** 2 hr 10 min Nonstop [Choice](#)
9:00 AM 12:10 PM

5 Passengers | [Reserve your seats](#) when booking

Fri 2/13 # 4291
DEN → **RNO** 2 hr 35 min Nonstop [Choice](#)
7:55 AM 9:30 AM

5 Passengers | [Reserve your seats](#) when booking

Base fare 5 Passenger(s) **\$2,058.65**
Discount total **-\$219.95**
Subtotal **\$1,838.70**
Taxes and fees **\$290.90**

Flight total \$2,129.60
or from \$209/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](#)

Upgrade Flight

Upgrade to Choice Preferred



- ✓ **NEW** Choose a Preferred seat at booking¹⁵
- ✓ **NEW** Group 3-5 boarding¹⁶
- ✓ Refundable⁵
- ✓ Priority Lane and Express Lane¹²
- ✓ 10x Rapid Rewards® points per dollar³
- ✓ Free same-day change/standby (taxes and fees may apply)⁹
- ⓘ Checked bag fees may apply²

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

Prices shown per passenger, per one-way.

☐ Upgrade departing trip for \$61

☐ Upgrade returning trip for \$60

☐ Upgrade both for \$121

[Apply upgrade](#)

SUBTOTAL **\$2,058.65**
DISCOUNT **-\$219.95**
TAXES & FEES **\$290.90**
TRIP TOTAL **\$2,129.60**

[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.

Add a Car Products not confirmed until purchase.

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

Y 2026 per diem rates for Colorado
als 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
Aspen	Pitkin	\$92	\$23	\$26	\$38	\$5	\$69.00
Boulder / Broomfield	Boulder / Broomfield	\$80	\$20	\$22	\$33	\$5	\$60.00
Colorado Springs	El Paso	\$86	\$22	\$23	\$36	\$5	\$64.50
Cortez	Montezuma	\$74	\$18	\$20	\$31	\$5	\$55.50
Forested Butte / Gunnison	Gunnison	\$86	\$22	\$23	\$36	\$5	\$64.50
Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	\$92	\$23	\$26	\$38	\$5	\$69.00
Douglas	Douglas	\$80	\$20	\$22	\$33	\$5	\$60.00
Durango	La Plata	\$80	\$20	\$22	\$33	\$5	\$60.00
Fort Collins / Loveland	Larimer	\$80	\$20	\$22	\$33	\$5	\$60.00
Grand Lake	Grand	\$86	\$22	\$23	\$36	\$5	\$64.50
Montrose	Montrose	\$74	\$18	\$20	\$31	\$5	\$55.50
Silverthorne / Breckenridge	Summit	\$92	\$23	\$26	\$38	\$5	\$69.00
Steamboat Springs	Routt	\$92	\$23	\$26	\$38	\$5	\$69.00
Telluride	San Miguel	\$92	\$23	\$26	\$38	\$5	\$69.00
Vail	Eagle	\$92	\$23	\$26	\$38	\$5	\$69.00

Y 2026 per diem rates for Colorado
ily lodging rates (excluding taxes) | October 2025 - September 2026

Primary destination	County	2025 Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Se
andard Rate	Applies for all locations without specified rates	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110
open	Pitkin	\$207	\$207	\$407	\$407	\$407	\$407	\$207	\$207	\$207	\$207	\$207	\$207
oulder / Broomfield	Boulder / Broomfield	\$173	\$125	\$125	\$125	\$125	\$125	\$125	\$173	\$173	\$173	\$173	\$173
olorado Springs	El Paso	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$168	\$168	\$168	\$123
ortez	Montezuma	\$133	\$110	\$110	\$110	\$110	\$110	\$110	\$133	\$133	\$133	\$133	\$133
rested Butte / Gunnison	Gunnison	\$154	\$154	\$154	\$154	\$154	\$154	\$154	\$154	\$154	\$154	\$154	\$154
enver / Aurora	Denver / Adams / Arapahoe / Jefferson	\$215	\$165	\$165	\$165	\$165	\$165	\$215	\$215	\$215	\$215	\$215	\$215
uglas	Douglas	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$142	\$142	\$142	\$111
urango	La Plata	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$184	\$184	\$184	\$184
ort Collins / Loveland	Larimer	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$140	\$140	\$140	\$110
rand Lake	Grand	\$145	\$145	\$173	\$173	\$173	\$173	\$122	\$122	\$145	\$145	\$145	\$145
ontrose	Montrose	\$185	\$136	\$136	\$136	\$136	\$136	\$136	\$136	\$185	\$185	\$185	\$185
lverthorne /reckenridge	Summit	\$162	\$162	\$282	\$282	\$282	\$282	\$162	\$162	\$162	\$162	\$162	\$162
eamboat Springs	Routt	\$132	\$132	\$288	\$288	\$288	\$288	\$123	\$123	\$179	\$179	\$179	\$179
lluride	San Miguel	\$184	\$184	\$350	\$350	\$350	\$350	\$184	\$184	\$184	\$184	\$184	\$184
il	Eagle	\$201	\$201	\$397	\$397	\$397	\$397	\$201	\$201	\$201	\$201	\$201	\$201

3,245,000 +
2,129,600 +
4,682,720 +
575,000 +
520,000 +
760,000 +
125,000 +
12,037,320 +