

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

NOTE: See LCSD Board Policy DG: Travel Policy for all requirements.

Name(s) of Attendees Virginia Richardson, Nicole Jolley, Michelle Trousdale

SCHOOL Cottonwood Elementary School

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: Austin, TX

DATE OF DEPARTURE: 02/18/2025

DATE OF RETURN: 02/21/2025

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.

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 09/24/2024

TRAVEL APPROVED: Date 9/27/24

Virginia Bick
Site administrator or supervisor signature
Sawon Huckaby
Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 9/27/24

Board Approved: Yes () No ()

Date: _____

Please ensure that you read and comply with Lyon County School District Policy DG: Travel Policy 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

	<u>Total</u>	<i>District Office</i>	<i>Grant</i>	<i>School Site</i>	<i>Other</i>
BUDGET# 280.633.0000.100.2213.330.10209.10.000 Registration Fees: Attendees <u>3</u> x <u>649</u> Reg. fee \$	1947.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET# 280.633.0000.000.2213.580.10209.10.000 Travel By: <u>Air</u> \$	1463.88	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(Air, district car, private car for personal convenience ,etc.)</i>					
BUDGET# 280.633.0000.000.2213.580.10209.10.000 Lodging: Room rate \$ <u>382</u> x <u>3</u> nights \$	2292.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(Use GSA ratings for lodging and meals www.gsa.gov ATTENDEE WILL OWE DIFFERENCE if applicable) <u>lodging receipts must be obtained and sent to District Office upon return.</u></i>					
Meals: Breakfast \$ <u>20.00</u> x <u>3</u> days \$	240.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch \$ <u>22.00</u> x <u>3</u> days \$	198.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dinner \$ <u>33.00</u> x <u>3</u> days \$	396.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incidental \$ <u>5.00</u> x <u>3</u> days \$	60.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substitutes: # of Days <u>4</u> X \$ <u>145</u> /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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Miscellaneous expenses: (attach explanation) \$	7806.88	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL EXPENSES	7806.88				

****FAILURE TO COMPLETE ANY PART OF THIS FORM WILL RESULT IN THE FORM BEING RETURNED AND/OR TRAVEL DENIED.**

Conference Information

Conference Dates & Times: **02/19/2025 to 02/21/2025**

Name of where conference/training is being held
(i.e. Hotel, School, College, Convention Center): **Austin Convention Center, Austin TX**

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 DG: Travel Policy.

Attach your preferred and most economical flight schedule (i.e. Southwest, Delta, United, etc.)

Date & Time you wish to DEPART: **Tuesday 02/18/25 @8:10 am**

Date & Time you wish to RETURN: **Friday 02/21/25 @ 11 pm**

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) : **187.00**

All travelers agree to share lodging as appropriate?

Yes No

Register under what name(s)?

Virginia Richarson

Name, Address, Phone number of
lodging establishment:

Hilton Austin Downtown 300 East 4th St Austin, TX 78701

DEADLINE DATE: _____

Code Information: _____

NOTE: Please furnish a copy of any information you have on the conference, workshop, training, etc. Please email ORIGINAL travel form with SIGNATURES to Margaret Heim at the district office for approval.

NATIONAL ESEA CONFERENCE

[EXHIBIT
PRESENT
ATTEND](#)

[SCHEDULE
HOTELS & TRAVEL
REGISTER NOW](#)

**February 19-21, 2025
Austin, TX & Online**

Courtyard Austin Downtown Convention Center

[Make a Reservation](#)

Pricing:

\$352 (including all taxes and fees)

\$372 - triple occupancy

\$392 - quad occupancy

The Courtyard Austin Downtown/Convention Center is located right between The Austin Convention Center and the music and nightlife of the 6th Street entertainment district. The Texas State Capitol is less than a mile from the hotel as is the outdoor events and festival grounds at Zillker Metropolitan Park.

Address:

300 East 4th St
Austin, TX 78701

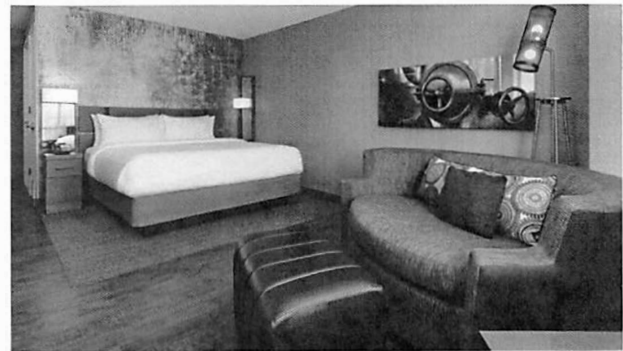
Across the street from the Austin Convention
Center

Amenities:

- Free WiFi
- Restaurant
- Indoor Pool
- Fitness Center
- Starbucks
- Indoor Pool
- Champion Restaurant
- No room service

Parking:

Valet: \$65 per day



Trip & Price Details

Price Payment Confirmation

Flight [Modify](#)

Tue 2/18	# 1063 / 991 RNO → AUS 8:10 AM 5:55 PM	7 hr 45 min 1 stop	<u>Wanna Get Away Plus</u>	Price per Passenger \$408.15 Taxes and fees per Passenger \$79.81
	# 3827 / 1545 AUS → RNO 5:20 PM 11:00 PM	7 hr 40 min 1 stop	<u>Wanna Get Away Plus</u>	Total per Passenger \$487.96 Passenger(s) x3
			Flight total	\$1,463.88 or from \$144/mo* with uplift Learn more

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.
- Cash + Points bookings will not earn Rapid Rewards points, tier qualifying points for A-List or A-List Preferred status, or Companion Pass qualifying points.

Flight Extras

Upgrade to Anytime

Prices shown per passenger, per one-way.

- ✓ Refundable fare*
- ✓ Priority and Express Lanes⁸
- ✓ 10 Rapid Rewards points per dollar per qualifying flight*

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

Upgrade departing trip for \$60

Upgrade returning trip for \$60

Upgrade both for \$120

Primary Destination ⁱ	County ⁱ	2024	Nov	Dec	2025	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
		Oct			Jan								
Midland / Odessa	Midland / Andrews / Ector / Martin	\$132	\$118	\$118	\$118	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132
Pecos	Reeves	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121
Plano	Collin	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123

Meals & Incidental Expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Primary Destination ⁱ	County ⁱ	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00
Arlington / Fort Worth / Grapevine	Tarrant / City of Grapevine	\$80	\$20	\$22	\$33	\$5	\$60.00
Austin	Travis	\$80	\$20	\$22	\$33	\$5	\$60.00
Big Spring	Howard	\$68	\$16	\$19	\$28	\$5	\$51.00
Dallas	Dallas	\$80	\$20	\$22	\$33	\$5	\$60.00
Galveston	Galveston	\$74	\$18	\$20	\$31	\$5	\$55.50
Houston	Montgomery / Fort Bend / Harris	\$80	\$20	\$22	\$33	\$5	\$60.00
Midland / Odessa	Midland / Andrews / Ector / Martin	\$74	\$18	\$20	\$31	\$5	\$55.50
Pecos	Reeves	\$74	\$18	\$20	\$31	\$5	\$55.50
Plano	Collin	\$80	\$20	\$22	\$33	\$5	\$60.00

[Top](#)

Additional per diem topics

- [Meals & Incidental Expenses breakdown \(M&IE\)](#)
- [FAQs](#)
- [State tax exemption forms](#)
- [Factors influencing lodging rates](#)

Need more information?

- [Rates for Alaska, Hawaii, U.S. territories and possessions \(set by DoD\)](#)
- [Rates in foreign countries \(set by State Dept.\)](#)

Related topics

- [Travel resources](#)
- [E-Gov Travel](#)
- [FedRooms](#)
- [POV mileage reimbursement rates](#)

GSA.gov unavailable during weekend maintenance



From 7 p.m. ET on Friday, Sept. 27, until 2 p.m. ET on Saturday, Sept. 28, GSA.gov will be unavailable while GSA IT upgrades the site.



An official website of the United States government



FY 2025 Per Diem Rates for Texas

Change fiscal year: or

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#)

Primary Destination ⁱ	County ⁱ	2024 Oct	Nov	Dec	2025 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
Arlington / Fort Worth / Grapevine	Tarrant / City of Grapevine	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181
Austin	Travis	\$173	\$173	\$173	\$187	\$187	\$187	\$173	\$173	\$173	\$173	\$173	\$173
Big Spring	Howard	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114
Dallas	Dallas	\$170	\$170	\$170	\$191	\$191	\$191	\$170	\$170	\$170	\$170	\$170	\$170
Galveston	Galveston	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$146	\$146	\$111	\$111
Houston	Montgomery / Fort Bend / Harris	\$128	\$128	\$128	\$128	\$128	\$128	\$128	\$128	\$128	\$128	\$128	\$128

Top