

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: (Do Not Use Acronyms) CASE Animal Science Curriculum Training

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Bozeman, MT

DATE OF DEPARTURE: July 6th, 2025

DATE OF RETURN: July 11th, 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 CASE (Curriculum for Agricultural Science Education) curriculum has significantly enhanced the interactivity and quality of both scientific and agricultural education in my AFNR class. Through this program, students engage in hands-on lab activities that align directly with required standards, fostering a deeper understanding of key concepts.

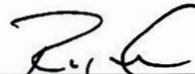
The upcoming CASE Animal Science curriculum training will provide specialized professional development that will allow me to implement this highly regarded curriculum in my animal science courses next year. Based on discussions with colleagues who have utilized CASE, the Animal Science curriculum is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

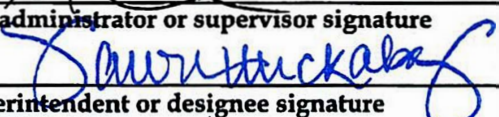
Attending this training will positively impact the classroom climate and culture by equipping me with innovative instructional strategies that enhance student engagement and comprehension. The hands-on, inquiry-driven approach of CASE fosters a collaborative and interactive learning environment, promoting 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 agriculture and related fields.

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

TRAVEL APPROVED: Date 2.28.25

TRAVEL APPROVED: Date 3/12/25



Site administrator or supervisor signature


Superintendent or designee signature

District Office Use Only

Received by District Office Date: 3/12/25

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
 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 \$ 546.36
 (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 \$ 100 x 5 nights \$ 500

	✓		
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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 \$ 16 x 6 days \$ 96
 Lunch \$ 19 x 2 days \$ 38
 Dinner \$ 28 x 6 days \$ 168
 Incidental \$ 5 x 6 days \$ 30

	✓		
	✓		
	✓		
	✓		

Substitutes: # of Days 0 X \$ /day

Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.) \$
 \$
 Other Miscellaneous expenses: (attach explanation)
 TOTAL EXPENSES \$ 3828.36

****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 7-11th, 2025**

Name of where conference/training is being held
(i.e. Hotel, School, College, Convention Center): **CASE Animal Science Curriculum Training**

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 6th @ 6:35AM**

Date & Time you wish to RETURN: **July 11th @ 6:35PM**

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) : **110**

All travelers agree to share lodging as appropriate?

☒ Yes ☐ No

Register under what name(s)?

Sydney Botts

Name, Address, Phone number of
lodging establishment:


Montana State University Yellowstone Hall 200 Yellowstone Hall, Bozeman, MT 59715

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.

JUL 8 - 11

 RNO → BZN

Trip & Price Details

✈

Price

Payment

Confirmation

 Flight

Modify

	Sun 7/6	# 1220 / 508	RNO	→	BZN	7 hr 5 min	1 stop 	Wanna Get Away Plus	Base fare	\$461.73					
			6:35 AM		2:40 PM				1 Passenger(s)						
	Fri 7/11	# 1998 / 3398	BZN	→	RNO	5 hr 5 min	1 stop 	Wanna Get Away Plus	Taxes and fees	\$84.63					
			6:35 PM		10:40 PM										
											Flight total	\$546.36			
											or from \$54/mo* with  flexpay Learn more				
											Only 3 left!				
											Only 1 left!				

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)



An official website of the United States government



U.S. General Services Administration

FY 2025 per diem rates for Montana

Change fiscal year: or

[New search](#)

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	County	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
Big Sky / West Yellowstone/Gardiner	Gallatin/Park	\$176	\$176	\$176	\$176	\$176	\$176	\$176	\$176	\$310	\$310	\$310	\$310
Helena	Lewis and Clark	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132	\$132
Kalispell/Whitefish	Flathead	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$232	\$232	\$232
Missoula	Missoula	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$195	\$195	\$195	\$195

[Glossary](#)

Meals and 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	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00
Big Sky / West Yellowstone/Gardiner	Gallatin/Park	\$80	\$20	\$22	\$33	\$5	\$60.00
Helena	Lewis and Clark	\$74	\$18	\$20	\$31	\$5	\$55.50
Kalispell/Whitefish	Flathead	\$80	\$20	\$22	\$33	\$5	\$60.00
Missoula	Missoula	\$74	\$18	\$20	\$31	\$5	\$55.50

Additional per diem topics**Need more information?****Related topics**

- [Meals & Incidental Expenses breakdown \(M&IE\)](#)
- [FAQs](#)
- [State tax exemption forms](#)
- [Factors influencing lodging rates](#)
- [Per diem highlights](#)
- [Fire safe hotels](#)
- [Have a per diem question?](#)
- [Downloadable per diem files](#)

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

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

Last reviewed: 2023-12-23

Get Certified

Catch ASA in Montana!



Montana State University



Principles of Agricultural Science - Animal (ASA)

Host Contact Information

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

Dustin Perry: dustin.perry@montana.edu

Institute. Participants registering for a CASE Institute agree to the following cancellation policy: **Print and view the CASE Cancellation Policy Here.**

Event Details - 5-day Institute

Virtual Orientation: Sunday, June 29th @ 6:00 MST

Event Start Date: 07/07/25

Event End Date: 07/11/25

Questions?

CASE Institute Host

Dustin Perry

dustin.perry@montana.edu

CASE Institute Location

Plant Biosciences Building

110 Plant BioScience Building,
Bozeman, MT 59717

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: Yellowstone Hall

200 Yellowstone Hall, Bozeman, MT 59715

Lodging Price: \$100/night

Room and Board Package Link: TBD

Description: Single occupancy dorm from July 6-11.

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

Travel: Not included with registration.

Miscellaneous Details

College Credit

Yes! Contact the host for more information.

***Transportation will not be provided to participants who do not stay in dorms.**

Recommended Airport

Bozeman Yellowstone International Airport (BZN)

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



A national partnership
for excellence in agriculture
and education.

