

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees BillieJo Hogan

SCHOOL District Office

NAME OF CONFERENCE: AASPA - American Association of School Personnel Administration
(Do Not Use Acronyms)
(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Austin, Texas

DATE OF DEPARTURE: 10/11/26 DATE OF RETURN: 10/15/26

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.

I am requesting approval to attend the American Association of School Personnel Administrators (AASPA) Annual Conference. As the primary conference I attend each year, it consistently delivers high-value, actionable strategies that directly impact my work and improve our district's HR operations.

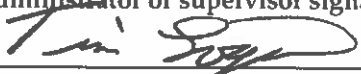
With over 100 sessions covering key topics such as recruitment and retention, hiring practices, employee engagement, compliance, and onboarding, I can strategically select learning opportunities that align with our current district priorities. My primary focus areas for this year's conference will be: Planning & Preparation in HR, Recruitment & Hiring and Onboarding & Orientation

Beyond the formal sessions, one of the greatest values of AASPA is the opportunity to network directly with school HR professionals from across the country. Engaging with peers allows me to benchmark our practices, learn what other districts are successfully doing to navigate current recruiting and retention challenges, and bring those proven solutions back to our team.

TRAVEL APPROVED: Date

TRAVEL APPROVED: Date 7-23-26

NA
Site administrator or supervisor signature


Superintendent or designee signature

District Office Use Only

Received by District Office Date: 7-23-26

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: _____

					<u>Total</u>	District Office	Grant	School Site	Other
BUDGET#	100.101.0000.000.2320.330.10000								
Registration Fees:	Attendees	1	X	775	Reg. fee	\$	775	☒	☐
BUDGET#	100.101.0000.000.2320.580.10000								
Travel By:	Air					\$	750	☒	☐
(Air, district car, private car for personal convenience, etc.)									
BUDGET#	100.101.0000.000.2320.580.10000								
Lodging:	Room rate	\$	371	X	4	nights	\$	1889.72	☒
(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>									
Meals:	Breakfast	\$	20	X	4	days	\$	80	☒
	Lunch	\$	22	X	5	days	\$	110	☒
	Dinner	\$	33	X	5	days	\$	165	☒
	Incidental	\$	5	X	5	days	\$	25	☒
Substitutes:	# of Days		X	\$	/day			☐	☐
Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)					\$		☐	☐	☐
					\$	60	☒	☐	☐
Other Miscellaneous expenses: (attach explanation)					\$				
TOTAL EXPENSES					\$	3079.79			

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

Conference Information

Conference Dates & Times: **10/12-10/15/26**

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

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:** **10/11/26 AM**

Date & Time you wish to **RETURN:** **10/15/26 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) : **173**

All travelers agree to share lodging as appropriate?

☒ Yes ☐ No

Register under what name(s)?

BillieJo Hogan

Name, Address, Phone number of
lodging establishment:

Hilton Austin 500 E 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 travel request with SIGNATURES to Superintendent's office for approval.**

Thank you for registering for the 88th Annual Conference! A confirmation email with additional details regarding the event is on its way. If you have registered and not paid, be sure to access your invoice in your member compass. All registrations must be paid within 30 days regardless of purchase order.

After 30 days your registration will be canceled and will incur a \$100 cancellation fee.

Please contact Alexis at (913)327-1222 or alexis@aaaspa.org if you have any questions or concerns regarding your registration.

Registration Summary



Billiejo Hogan

bhogan@lyoncsd.org

\$775.00

Subtotal	\$775.00
Tax	\$0.00

Total	\$775.00
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Payment Method
Credit Card



An official website of the United States government



U.S. General
Services
Administration

FY 2026 per diem rates for Austin, Texas

Change fiscal year: or [New search](#)

Daily lodging rates (excluding taxes) | October 2025 - September 2026

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	2025 Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Austin	Travis	\$173	\$173	\$173	\$187	\$187	\$187	\$173	\$173	\$173	\$173	\$173	\$173

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
Austin	Travis	\$80	\$20	\$22	\$33	\$5	\$60.00

Additional per diem topics

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

Need more information?

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

Related topics

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

Last reviewed: 2023-12-23