

**LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST**

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

Name(s) of Attendees Sydney Botts, Benjamin Matley, Arianna Walker, Ainsley Blackorby, Cameron Manning, Dylan Viehland, Jayde Thomas

SCHOOL Fernley High School

NAME OF CONFERENCE: National FFA Convention
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Indianapolis, Indiana

DATE OF DEPARTURE: 10/20/2026

DATE OF RETURN: 10/24/2026

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 ☐
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.

We will be traveling with our Livestock Evaluation Team to the National FFA convention in Indianapolis Indiana. This team of students has worked hard over their high school career and were successful in winning the state competition for livestock evaluation. The National FFA convention combines multiple Career Development Events/ Team competitions. Interactive and educational conference sessions, industry tours for students of local agricultural facilities and many fun activities throughout. The team will be competing against livestock evaluation teams from all 50 states which is an incredible, once in a lifetime opportunity.

TRAVEL APPROVED: Date 7.28.26

TRAVEL APPROVED: Date 8-6-26


Site administrator or supervisor signature

Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 8/5/26

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: Student Fundraising

BUDGET# 10601- Student Funds Total
 Registration Fees: Attendees 7 x 90 Reg. fee \$ 630

District Office	Grant	School Site	Other
			✓

BUDGET# 10601- Student Funds
 Travel By: Air \$ 1974
 (Air, district car, private car for personal convenience, etc.)

			✓
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BUDGET# 10601- Student Funds
 Lodging: Room rate \$ 612 x 4 nights \$ 2448

			✓
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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 \$ X days \$
 Lunch \$ X days \$
 Dinner \$ X days \$
 Incidental \$ X days \$

			✓

Substitutes: # of Days 4 x \$ 180 /day \$ 720

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

Other Miscellaneous expenses: (attach explanation) \$
TOTAL EXPENSES \$ 5772.00

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

Conference Information

Conference Dates & Times: 10/21/26-10/24/26

Name of where conference/training is being held
(i.e. Hotel, School, College, Convention Center): Lucas Oil Stadium- 500 S. Capitol Avenue. Indianapolis, Indiana

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: 10/20/2026 @ 7AM

Date & Time you wish to RETURN: 10/24/2026 @ 3pm

List any special notes here: We would prefer to fly Delta.

Are you renting a car? ☒ Yes ☐ No How many days? 5

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) : 133

All travelers agree to share lodging as appropriate?

☒ Yes ☐ No

Register under what name(s)?

Sydney Botts

Name, Address, Phone number of
lodging establishment:

Comfort Inn Indianapolis East, 2295 Shadeland Ave, Indianapolis, IN 46219

DEADLINE DATE : September 2nd, 2026

Code Information: NV Hotel Block

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.



U.S. General Services Administration

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
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00
Indianapolis / Carmel	Marion / Hamilton	\$80	\$20	\$22	\$33	\$5	\$60.00



U.S. General Services Administration

FY 2026 per diem rates for Indianapolis, Indiana

Primary destination	County	2025 Oct	Nov	Dec	2026 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
Indianapolis / Carmel	Marion / Hamilton	\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$133

LET'S FINALIZE YOUR TRIP!

🕒 24m:31s Time left to book

BOOKING SUMMARY
FULL-SIZE SUV

(4 days) \$772.40

Pick Up Location

Louisville Muhammad Ali Intl
Tue, Oct 20, 2026 09:00AM

Drop Off Location

Indianapolis Intl Airport
Sat, Oct 24, 2026 04:30PM



Total \$772.40

Vehicle total rate \$681.69 \$579.44
Unlimited free miles include

Feedback

Protections & Add-ons	\$0.00
You have not added any protections or add-ons	
Savings & discounts	\$102.25
Taxes & Fees	\$192.96
<u>Concession Recovery Fee (11.11%)</u>	\$65.96
<u>Customer Facility Charge</u>	\$30.00
<u>Energy Recovery Fee</u>	\$3.00
<u>Vehicle License Fee</u>	\$11.25
<u>Vehicle Rental Excise Tax</u>	\$41.37
<u>Local Tax</u>	\$41.38

YOUR INFORMATION

First Name *

Enter your first name

Last Name *

Enter your last name

Email Address *

Enter your email address

Used for important updates about your rental.

☒ I want to receive emails for promotional offers and upcoming rentals

Mobile Number *

+1

Enter your phone number

Used for important updates about your rental.

Yes, I want to receive text message regarding my current and upcoming rentals, which may include some promotional messages. For more information, please see our [Terms and Conditions](#).

Feedback

WHICH PROTECTION DO YOU NEED?

No Extra Protection

**\$0.00/day**

Essential Protection



- ✓ Cover The Car (LDW)
- ✓ Roadside Assistance (RSN)

\$46.78/day[View all protection options](#)

HAVE YOU SELECTED YOUR ADD-ONS?

 Fuel Plan (GSO)Est. **\$3.98/gal**[Details](#)[Add to Trip](#) e-Toll Unlimited**\$10.99/day**[Details](#)[Add to Trip](#) Additional Driver (ADR)**\$13.00/day**

Feedback

[Details](#)

Add to Trip

 Roadside Assistance (RSN)

\$8.99/day

[Details](#)

Add to Trip

[View all add-ons options](#)



Your member price is applied – you’re saving \$127 on this rental.

SECURE YOUR PRICE

Create your account to lock in this price. It’s **FREE** and takes only a minute.

Create a Password (your email address will be your username) *

Enter your password



Show Password Rules 

Mailing address

☒ Same as billing address

Please read our [Terms and Conditions](#) and verify spelling of your email and password.

Prefer **not to save \$127?** [Continue with standard rate.](#)

Feedback

HOW WOULD YOU LIKE TO PAY?

☒ **Credit and debit cards**

CREDIT CARD

Card Number *



Enter your credit card number

Expiration Date *

MM/YY

Security Code (CVV/CVC) *

Enter your 3 or 4-digit security code

Credit cards are the recommended form of payment to complete your "Pay Now" reservation. Debit cards are not accepted at many Avis locations. Please note: At the time of rental, there will be a hold amount of up to \$300 USD for credit and debit cards.

Billing Details

Country *

United States



Address Line 1 *

Enter Address Line 1

Address Line 2

Enter Address Line 2

City *

Enter City

Feedback

Zip/Postal Code *

Enter Zip/Postal code

State/Province *

Select State/Province

☐ **amazon pay**☐ Buy with  **PayPal**

ENTER YOUR FLIGHT DETAILS

We'll monitor your flight so your car is ready when you land.

Flight Number

Eg. BA1234

☐ I do not have flight number.

TERMS AND CONDITIONS

IMPORTANT: Please read the following terms for your prepaid reservation carefully. Cancellation and No-Show charges may reduce refunds for prepaid reservations. Once the vehicle is rented there are no refunds or credits of any amounts paid, including amounts paid for add-ons and unused rental days.

Cancellation and No-Show Policy**Refundability of Prepaid Amount,
Including Amounts Paid for Add-Ons and**

Protections

Cancelling up to 24 hours prior to scheduled pickup time

You will receive a refund of your prepaid amount, minus a \$50.00 cancellation fee.

Cancelling within 24 hours prior to the scheduled pickup time.

You will receive a full refund, minus a \$150 cancellation fee. Prepaid Amount of \$150 or less will not be refunded.

No show, or failure to pick-up your rental vehicle

No refund issued.

Rental is picked up, but returned early

No refund issued.

- At the time of rental, we require a **hold amount of up to \$300 USD or the equivalent in your native currency** for credit and debit cards.
- **Prepaid Debit/Gift cards are not acceptable** methods of credit identification to pick up a vehicle at any location. Avis only accepts Prepaid Debit/Gift cards at time of return.
- Upon returning the vehicle, Avis will **process a release** of the unused portion of the hold **subject to your bank's procedure**. This hold may take up to two weeks to be released by your bank.
- If you have already paid towards your rental using a debit card, we will **reverse any hold when the rental is over**. The bank, however, may take time to post it back to your account. While this hold is in place, the funds will not be available for your use.

☐

I have read and accept the [Prepay Policies](#) and [Rental Terms and Conditions](#), and understand that this rate is prepaid. *

Feedback

NEVADA
Hotel Room Commitment Form
2026 National FFA Convention Expo
Indianapolis
October 21 - 24, 2026

2026 National FFA Convention & Expo - Hotel Block

Comfort Inn East Indianapolis

Two Double Bed - Rate: \$153/night plus tax, 1 - 4 people

King Bed - Rate: \$153/night plus tax, 1 - 2 people

Drury Inn & Suites Northeast Indianapolis

Two Double Bed - Rate: \$167/night plus tax, 1 - 2 people

	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26
Comfort Inn East Indianapolis										
2 Double Bed	0	5	10	30	30	30	25	9	0	0
King Bed	0	0	5	5	5	5	5	1	0	0
Drury Inn & Suites Northeast Indianapolis										
Standard Double	0	0	10	20	20	20	20	0	0	0

Comfort Inn East AMENTIES (subject to change without notice)

- ☐ Restaurant
 ☒ Indoor Pool
 ☐ Handicap Facilities
 ☒ Free Guestroom WiFi
 ☐ Bus Parking Availability (charges may apply)
- ☒ Fitness Facilities
 ☐ Complimentary Airport Shuttle
 ☒ Complimentary Breakfast - Breakfast Type: ☒ Continental ☐ Hot/Full ☐ Grab & Go

Drury Northeast AMENTIES (subject to change without notice)

- ☐ Restaurant
 ☒ Indoor Pool
 ☒ Handicap Facilities
 ☒ Free Guestroom WiFi
 ☒ Bus Parking Availability (charges may apply)
- ☒ Fitness Facilities
 ☐ Complimentary Airport Shuttle
 ☒ Complimentary Breakfast - Breakfast Type: ☐ Continental ☒ Hot/Full ☐ Grab & Go

2026 FFA State Housing Processes:

Important Dates & Information

May 13, 2026 6:00PM EDT	State Housing Opens for online reservations
September 2, 2026 5:00PM EDT	Cut-off Date for States New reservations. Any rooms not booked by this date at 5:00 PM EDT will be released.
September 23, 2026 5:00PM EDT	Housing Cut-Off Date at 5PM EDT, last day for changes, cancellations through Housing Bureau.
September 24, 2026	Hotel Reservation Access Date. <i>Guests will be referred to hotels directly for all changes and cancellations and billing arrangements, starting on September 24. Please give the hotels a couple of business days to process their reservations before calling them.</i>
Cancellation Policy:	
May 13, 2026 – September 2, 2026 5:00PM EDT:	Room reservations cancelled between May 13, 2026 – September 2, 2026 will NOT incur a cancellation fee per room cancelled.

NEVADA
Hotel Room Commitment Form
2026 National FFA Convention Expo
Indianapolis
October 21 - 24, 2026

September 3, 2026 – September 23, 2026:	Room reservations cancelled between September 3, 2026 – September 23, 2026 will incur a one night's room and tax, non-refundable cancellation fee per room cancelled . You may make changes to the reservation without penalty, but if the reservation is cancelled the penalty fee will be charged to the credit card associated with the reservation. Prior to making the cancellation you may go into the reservation and change the credit card.
September 24, 2026 - Arrival date:	1 night's room and tax cancellation policy to be charged by the hotel for each room reservation cancelled.
Rates/Sales Tax not included:	Rates posted for the convention are <u>not inclusive of tax; tax information is listed on reservation recap online and the reservation acknowledgement.</u>
Reservation Method Options	
Reservations Online Option:	All attendees will be booking online on the Housing website with a valid credit card. Credit cards must have an expiration date of November 1, 2026 or later. State Blocks have pre-assigned inventory. Reservations may be booked online by your attendees into your state block utilizing this designated URL: https://book.passkey.com/go/StateNV26
	☒ ☐
Late Arrivals	If any party will be arriving after the reservation check-in day, please contact the hotel in advance to inform them of the change in arrival date. Not providing advanced notice to the hotel may result in a charge of one night's room and tax and loss of rooms.
Early Departures	An early departure fee of one night's room and tax may be charged to a guest who departs prior to the reserved check-out date. Guests wishing to avoid this fee must advise the hotel before check-in of any change in the scheduled length of stay. The hotel will inform the guest of this fee upon check-in; giving the guest the option to change the check-out date upon arrival without penalty.
Purchase Orders	Arrangements to pay final hotel bill by purchase order must be made in advance directly with the hotel. A purchase order may not be an acceptable form of payment at all hotels.
Unsolicited Housing Emails	National FFA Organization works directly with Visit Indy's Housing Bureau. If you receive unsolicited emails from groups/individuals stating they are representing our convention, offering accommodations within the National FFA block and non-room block hotels, please do not reserve rooms through them as they are not representing our convention. Please feel free to forward those emails directly to National FFA Convention Management - convention@ffa.org .

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Share

Multi-city trip

\$425

Economy (include Basic) · 1 passenger

Lowest total price

Selected flights

Flight 1 · Mon, Oct 19

10:50 PM → 8:50 AM^{*1}
RNO SDF
1 stop · 7 hr · Delta · Operated by Endeavor Air DBA Delta Connection

+41% emissions

Flight 2 · Sat, Oct 24

5:30 PM → 10:18 PM
IND RNO
1 stop · 7 hr 48 min · Delta · Operated by SkyWest DBA Delta Connection

+31% emissions

Booking options

Book with Delta Airline ^ Hide options

Delta Main Basic	\$425	Delta Main Classic	\$525	Delta Comfort Basic	\$!
No seat selection		Free seat selection		No seat selection	
Standard seat		Standard seat		Extra legroom	
Ticket changes for a fee		Free change, possible fare difference		Ticket changes for a fee	
No refunds		No refunds		No refunds	
1 free carry-on		1 free carry-on		1 free carry-on	
1st checked bag: \$90		1st checked bag: \$90		1st checked bag: \$90	
Continue		Continue		Continue	

Fare and baggage fees apply to your entire trip. [Delta bag policy](#) For non-refundable fare options, taxes may be refundable.

Prices include required taxes + fees for 1 adult. Optional charges and [bag fees](#) may apply.