

**LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST**

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

Name(s) of Attendees Dena Wright, Damon Etter, Steve Henderson, Neysia Smith, Christy Humphrys, Jackson Chapin, Edgar Valencia, Nicole Barona, Marcus Midkiff

SCHOOL Silverland Middle School

NAME OF CONFERENCE: Project Based Learning, Universal Design For Learning School Visits
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Nampa, Idaho

DATE OF DEPARTURE: September 13, 2026 DATE OF RETURN: September 16, 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.

Focus of Visit: To observe Project-Based Learning (PBL) and blended learning in action across diverse host sites (including One Stone, Columbia High School, Richard McKenna Charter, Innovate Academy, and North Star Charter) to operationalize Lyon County's Portrait of a Learner.

Impact on Climate, Culture, and Learning:

Culture: Builds collective staff vision by providing a shared, real-world model of innovative learning environments.

Climate: Improves student engagement, autonomy, and classroom ownership, leading to a more positive, student-centered environment.

Student Learning: Demystifies complex PBL and blended strategies, enabling teachers to design rigorous, hands-on instruction that boosts critical thinking and student achievement.

TRAVEL APPROVED: Date 8/18/26

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Site administrator or supervisor signature


Superintendent or designee signature

District Office Use Only

Received by District Office Date: 8/18/2026

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 IIA

BUDGET# N/A

Total

Registration Fees:

Attendees N/A x N/A Reg. fee

\$ 0

District Office	Grant	School Site	Other
☐	☐	☐	☐

BUDGET# 280.709.0000.000.2213.580.10000.27.000

Travel By:

Air, roundtrip, \$605.40 X 9

\$ 5448.60

(Air, district car, private car for personal convenience, etc.)

☐	☒	☐	☐
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BUDGET# 280.709.0000.000.2213.580.10000.27.000

Lodging:

Room rate

\$ 158 (7) x 3

nights

\$ 3318.00

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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 (9) x 4

days

\$ 576.00

Lunch

\$ 19 (9) x 3

days

\$ 513.00

Dinner

\$ 28 (9) x 4

days

\$ 1008.00

Incidental

\$ 5 (9) x 4

days

\$ 180.00

☐	☒	☐	☐
☐	☒	☐	☐
☐	☒	☐	☐
☐	☒	☐	☐

Substitutes:

of Days

3 (6)

x \$ 145 /day

870

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

\$ 473.45

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Other Miscellaneous expenses: (attach explanation)

\$

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TOTAL EXPENSES

\$ 12,387.05

☐	☐	☐	☐
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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: **September 14-16**

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

One Stone, Columba High School, Richard McKenna Charter, Innovate Academy, and North Star Charter, Northwest Nazarene University

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: **Sept. 13, 9:55 am**

Date & Time you wish to RETURN: **Sept. 16, 5:35 pm**

List any special notes here:

Are you renting a car? ☒ Yes ☐ No How many days? **3**

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)?

Dena Wright, Damon Etter, Steve Henderson, Neysia Smith, Edgar Valencia-Vargas, Christy Humphrey, Jackson Chapin

Name, Address, Phone number of
lodging establishment:

Holiday Inn Express & Suites Nampa - Idaho Center by IHG4104 East Flamingo Avenue, Nampa, Idaho 83687 United States

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.

	From Reno		
Flights - Southwest	\$5448.60		
5 Rooms @ Holiday Inn	\$3318		
Per Diem	\$2277		
Car	\$473.45		
Total	\$11517.05		
Total Per Person	\$1279.67		

DEPART: 9/13
RNO → BOI

Trip & Price Details

Price
Passengers
Seats
Payment
Confirmation

✈ Flight
RNO → BOI

✖ Sun 9/13
2059 / 1770
RNO → BOI
3 hr 55 min
1 stop
Choice

9:55 AM
2:50 PM

1 Passenger | Reserve your seats when booking

✖ Wed 9/16
4906 / 364
BOI → RNO
4 hr 15 min
1 stop
Choice

2:20 PM
5:35 PM

1 Passenger | Reserve your seats when booking

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/earnings](https://www.southwest.com/earnings)

Base fare (1 Passenger(s))
\$516.28

Taxes and fees
\$89.12

Flight total
\$605.40

or from \$60/mo* with Flexpay. Learn more

Earn a \$400 statement credit and 10,000 Rapid Rewards® points.

Plus, first checked bag is free.

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YOU PAY TODAY* \$605.40

CREDIT ON YOUR STATEMENT* -\$400.00

TOTAL AFTER STATEMENT CREDIT \$205.40

*May post on separate statements.

See all cars

Save

Overview Location Insurance Policies Extras

Fullsize Van

Ford Transit 12-Passenger Van RWD or similar

12 Passengers

4 Doors

Air Conditioning

Automatic

Unlimited mileage

Fuel: full to full



Budget

at BOI airport

Excellent

255 verified reviews

See rating details



Earn OneKeyCash on your car rental when you sign in and book

Sign in



Free cancellation

Lock in this price today; cancel free of charge up to 24 hours before pick-up. Cancellations within 24 hours of pick-up or no shows will not be eligible for a refund.

See cancellation policy

Car rental location

Pick-up & Drop-off

Sun, Sep 13, 2:00pm - Wed, Sep 16, 1:15pm

Hours of operation

Sun 12:01am - 1:00am, 6:00am - 11:59pm

Wed 12:01am - 1:00am, 6:00am - 11:59pm

BOI Airport

Boise Airport Terminal, Boise, Idaho, United States

\$123 per day

Free cancellation

Before Sat, Sep 12, 2:00pm

Pay at pick-up

Reserve with a card and save

Additional benefits with this car rental

Online check-in

Price details

Pay at pick-up

Car rental fee x 3 days

\$123.49 per day

\$370.47

Taxes and fees

\$102.98

Total

\$473.45

Pay at pick-up

\$473.45

Pay now

\$0.00

Reserve

No upfront payment required



U.S. General Services Administration

Meals and incidental expenses (M&IE) rates and breakdown

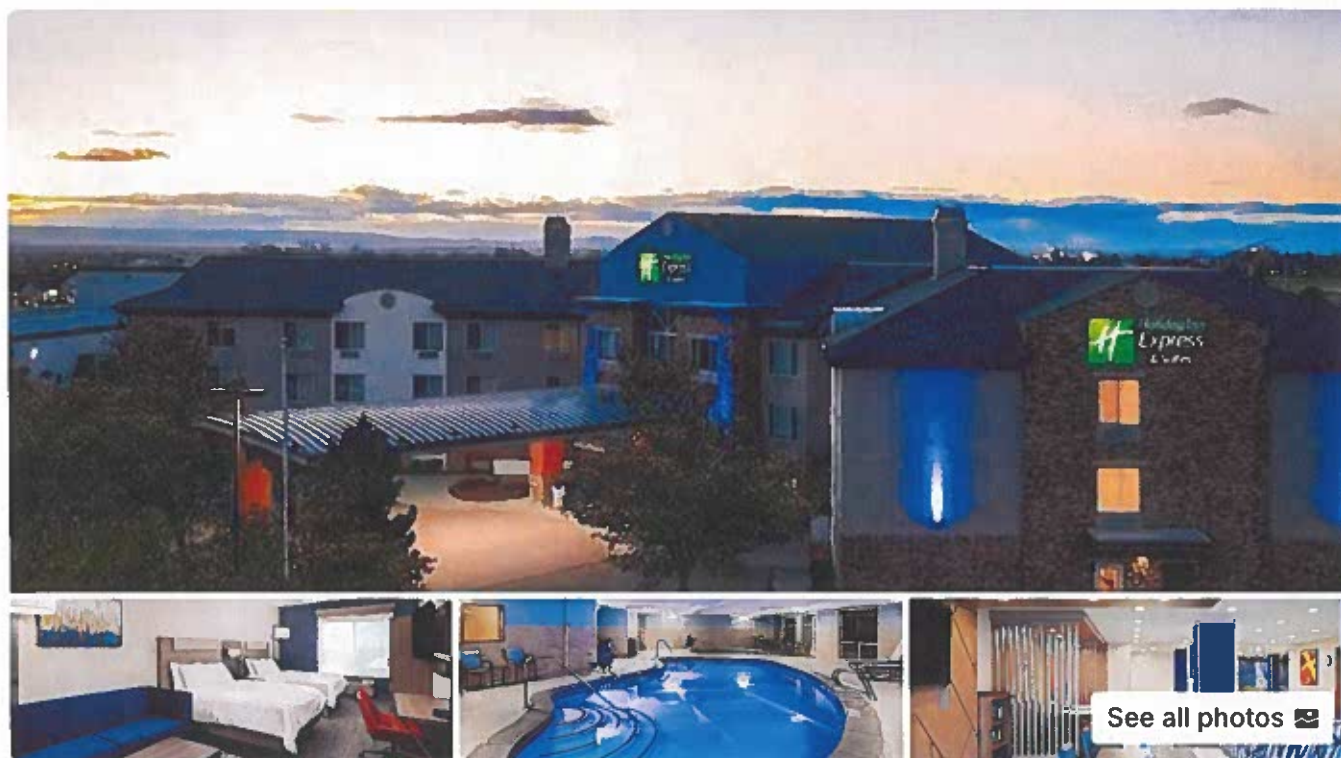
Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00
Boise	Ada	\$86	\$22	\$23	\$36	\$5	\$64.50
Coeur d'Alene	Kootenai	\$74	\$18	\$20	\$31	\$5	\$55.50
Sun Valley / Ketchum	Blaine / Elmore	\$80	\$20	\$22	\$33	\$5	\$60.00



U.S. General Services Administration

FY 2026 per diem rates for Idaho

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
Boise	Ada	\$191	\$167	\$167	\$167	\$167	\$167	\$167	\$167	\$191	\$191	\$191	\$191
Coeur d'Alene	Kootenai	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$142	\$217	\$217	\$217	\$142
Sun Valley / Ketchum	Blaine / Elmore	\$191	\$191	\$300	\$300	\$300	\$300	\$181	\$181	\$295	\$295	\$295	\$295

[Sign in / Join for free](#)

Holiday Inn Express & Suites Nampa - Idaho Center

4104 East Flamingo Avenue, Nampa, Idaho 83687 United States

★★★★☆ 4.6 [1,392 reviews](#)

[OVERVIEW](#) [FOOD AND DRINK](#) [AMENITIES AND ACTIVITIES](#)

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2 Queen Standard

4

[Room details >](#)



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From ~~161~~

153 USD ⓘ

per night

Excludes taxes

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Feedback