

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees LCSD Grants Department - Up to 3 Travelers (TBD)

SCHOOL District Office

NAME OF CONFERENCE: BruMan Fall Forum 2026 "Change Management"
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: New Orleans, LA 70112

DATE OF DEPARTURE: 12/1/26

DATE OF RETURN: 12/4/26

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
Performance Plan
Related to our School
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.

Federal grants management is evolving fast. New Uniform Guidance changes, shifting oversight, and updated compliance expectations are creating both challenges and opportunities across education and workforce programs.

The Bruman Fall Forum is a national conference focused on federal grants management, regulatory compliance, legislative policy, and financial oversight for education and workforce programs. It brings together state education agencies, school district administrators, higher education leaders, and non-profit grant managers to navigate complex regulations such as the Education Department General Administrative Regulations (EDGAR) and Uniform Guidance (2 CFR 200).

TRAVEL APPROVED: Date 8/3/26

Kayleen Larkin
Site administrator or supervisor signature

TRAVEL APPROVED: Date 8/3/26

Shayla Logan, EdD
Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 8/3/26

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: Title 1A Grant

					Total	District Office	Grant	School Site	Other
BUDGET#	280.633.0000.2515.330.10000.27.000								
Registration Fees:	Attendees	3	X	1,795	Reg. fee	\$	5,385.00	☒	
BUDGET#	280.633.0000.2515.587.10000.27.000								
Travel By:	Airline fees reflect round trip 3@\$844.41					\$	2,533.23	☒	
(Air, district car, private car for personal convenience, etc.)									
BUDGET#	280.633.0000.2515.587.10000.27.000								
Lodging:	Room rate	\$	376.83	X	2 rooms x3 nights	\$	2,260.94	☒	
(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	3x1	days	\$	60.00	☒
	Lunch	\$	22	X	3x4	days	\$	264.00	☒
	Dinner	\$	33	X	3x4	days	\$	396.00	☒
	Incidental	\$	5	X	3x4	days	\$	60.00	☒
Substitutes:	# of Days		X	\$	/day				
Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)						\$	56.16	☒	
						\$	Uber	☒	
Other Miscellaneous expenses: (attach explanation)						\$	11,015.33		
TOTAL EXPENSES						\$	11,015.33		

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

Conference Information

Conference Dates & Times: December 2-4, 2026 7:30am-5:00pm

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

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: 12/1/26 6:30am

Date & Time you wish to RETURN: 12/4/26 8:00pm

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) : 157.00

All travelers agree to share lodging as appropriate?

☒ Yes ☐ No

Register under what name(s)?

TBD

Name, Address, Phone number of
lodging establishment:

The Roosevelt New Orleans, A Waldorf Astoria Hotel 130 Roosevelt Way New Orleans, LA 70112, US

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.



Fall Forum 2026 Add-On	\$500
Pre-Session ONLY	\$620
Early Bird Registration Pricing (Before August 1, 2026)	
Individual NO Pre-Session	\$1,320
Individual WITH Pre-Session	\$1,670
Group (10 or more) NO Pre-Session	\$1,280
Group (10 or more) WITH Pre-Session	\$1,630
Regular Registration Pricing (On/After August 1, 2026)	
Individual NO Pre-Session	\$1,445
Individual WITH Pre-Session	\$1,795
Group (10 or more) NO Pre-Session	\$1,385
Group (10 or more) WITH Pre-Session	\$1,735
On-Site Registration* Pricing	
On-Site (Does NOT Include Pre-Session)	\$1,495

*Please note onsite registration is subject to availability. We make no guarantees that space will be available for on-site registration.

- [Purchasing FAQs](#)
- [Hotel Reservations](#)
- [Cancellation Policy](#)
- [What Will You Learn?](#)
- [CPE Information](#)
- [Who Will Benefit?](#)



HAVE QUESTIONS?

Navigating Change, Sustaining Impact

Wednesday, December 2, 2026

Pre-Sessions

Pre-Session Registered Attendees ONLY

*Attendees registered for the pre-session will be issued a **BLUE Nametag** which will be required to enter the breakfast and the pre-session area. If you wish to add a pre-session to your registration, please see our Registration Desk.*

Time	Session
7:30 – 8:30am	Pre-Session Attendee Check-In (Roosevelt Ballroom Foyer)

Hot Continental Breakfast (Crescent City Ballroom)

Concurrent Pre-Sessions

8:30–11:00	Pre-Session 1- Building an Effective Internal Control Self-Assessment (Room: TBD) Federal education grantees must move beyond passive oversight as accountability expectations rise. This pre-session offers a practical roadmap for creating and implementing an internal control self-assessment aligned with GAO's Green Book, covering key legal requirements and best practices. Presenters: Shane Morrissey and Brandi Wills
8:30–11:00	Pre-Session 2 – Federal Grants Requirements for Education Leaders (Room: TBD) Gain a clear, practical understanding of the administrative requirements under EDGAR and the updated UGR applicable to federal education funding. This session breaks down what grantees and subgrantees need to know to stay compliant, reduce risk, and manage funds with confidence. Presenters: Steve Spillan and Blake Hite

Navigating Change, Sustaining Impact

Wednesday, December 2, 2026

10:00 – 4:00 General Forum Check-In (All Attendees)

Time	General Sessions (Roosevelt Ballroom)
1:00–1:10	Introduction — Tiffany Kessler
1:10–1:15	Welcome — TBD
1:15–2:00	Congressional Updates — Julia Martin and Kelly Christiansen
2:00–3:00	From UGG to the UGR – Tiffany Kessler
3:00–3:30	<i>Transition / Stretch Break</i>
3:30–4:30	Recent ED OIG Audits and Investigations — Keith Cummins and Jason Williams, Office of Inspector General, U.S. Department of Education (<i>invited</i>)
4:30–5:00	54 Years and Counting “Doing It My Way” – Michael Brustein
5:00–6:00	Networking Reception (Crescent City Ballroom)

Thursday, December 3, 2026

Time	General Sessions (Roosevelt Ballroom)
7:30 – 8:30	Hot Continental Breakfast (Crescent City Ballroom)
8:30 – 9:30	Submonitoring Case Study – Louisiana Department of Education and LCTCS Representatives (<i>invited</i>), Moderated by Michael Brustein
9:30–10:15	Proactively Avoid Audit Findings and Lessons Learned – Bonnie Graham and Shane Morrissey
10:15–10:45	<i>Transition / Stretch Break</i>

Navigating Change, Sustaining Impact

Concurrent Breakouts

- 10:45–12:00** **Breakout 1A: Grants Test Time!** – Blake Hite and Tiffany Kessler (Room: TBD)
- Breakout 1B: Schoolwide Consolidation of Funds** – Bonnie Graham and Shane Morrissey (Room: TBD)
- Breakout 1C: Workforce Pell Updates** – Michael Brustein, Brandi Wills, and Kelly Christiansen (Room: TBD)

12:00–1:30 **Lunch** (*Crescent City Ballroom and Orpheum Room*)

Concurrent Breakouts

- 1:30–2:45** **Breakout 2A: ESEA Test Time!** – Julia Martin and Kelly Christiansen (Room: TBD)
- Breakout 2B: ED Perkins Monitoring and Updates** – Nick Moore, State Director of Adult Education, Alabama Community College System, and Michael Brustein and Steve Spillan (Room: TBD)
- Breakout 2C: Speaking Directly About Indirect Costs** – Bonnie Graham and Brandi Wills (Room: TBD)

2:45–3:15 **Transition / Stretch Break**

Concurrent Breakouts

- 3:15–4:30** **Breakout 3A: ESEA Updated Guidance** — Shane Morrissey and Julia Martin (Room: TBD)
- Breakout 3B: Using the Compliance Supplement to Comply** – Steve Spillan and Tiffany Kessler (Room: TBD)

Navigating Change, Sustaining Impact

Breakout 3C: Special Education – Bonnie Graham and Blake Hite
(Room: TBD)

Friday, December 4, 2026

Time	General Sessions (Roosevelt Ballroom)
7:30 – 8:30	Hot Continental Breakfast (Crescent City Ballroom)
8:30 – 9:30	Time and Effort Flexibilities Panel (TBD) – Moderated by Steve Spillan
9:30–10:15	Current Priorities and Managing Budget Gaps – AASA Representative (<i>invited</i>)
10:15–10:45	<i>Transition / Stretch Break</i>
10:45–11:30	Hot Topics in Civil Rights Enforcement — Brandi Wills
11:30–12:00	Grant Award Changes – Bonnie Graham
12:00-12:30	Bruman Question and Answer Panel



Trip & Price Details

Price Passengers Seats Payment Confirmation

Flight Modify

Tue 12/1 # 3943 / 1715
RNO → **MSY** 5 hr 40 min 1 stop Choice Extra
6:45 AM 2:25 PM

Base fare 1 Passenger(s) \$738.61

Taxes and fees \$105.80

Flight total \$844.41

or from \$83/mo*
with flexpay [Learn more](#)

1 Passenger | Reserve your seats when booking

Fri 12/4 # 3146 / 4366
MSY → **RNO** 7 hr 30 min 1 stop Choice Extra
2:25 PM 7:55 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/rterms](#)

SUBTOTAL \$738.61
TAXES & FEES \$105.80
TRIP TOTAL **\$844.41**

[Show price breakdown](#)

Not ready to buy yet? [Save this flight for later.](#)

Continue to passengers

By clicking 'Continue', you agree to accept the [fare rules](#) and want to continue with this purchase.

Extend your stay

Use calendar to manage your stay dates

Show nightly rate with taxes and fees included

[Taxes and fees](#)

Changes to stay dates may impact the nightly rate displayed.

Check-in

Check-out

Sat Nov 28 -	Sun Nov 29 -	Mon Nov 30 -	Tue Dec 01 USD 319.00	Wed Dec 02 USD 319.00	Thu Dec 03 USD 319.00	Fri Dec 04 -
Sat Dec 05 -	Sun Dec 06 -	Mon Dec 07 -	Tue Dec 08 -	Wed Dec 09 -	Thu Dec 10 -	Fri Dec 11 -

Available

Selected

Event

Unavailable

Waitlist

Reservation Summary

Check-in	Tue, Dec 1, 2026
Checkout	Fri, Dec 4, 2026
Rooms	1
Guests per room	1
THE ROOSEVELT NEW ORLEANS, A WALDORF ASTORIA HOTEL	
2 QUEEN BEDS DELUXE ROOM 1 adult, 3 nights Change rooms	USD 957.00
Subtotal	USD 957.00
ADDITIONAL TAXES	
Fee (USD 2.00 per night)	USD 6.00
Room Tax (15.0% per night)	USD 143.55
Tourism Assessment (2.5% per night)	USD 23.93
Grand Total	USD 1,130.47

[Edit reservation](#)

[Next](#)



Sazerac Bar

Visit the Sazerac Bar and find out why it was voted the #1 Hotel Bar in 2018 and 2019 by USA Today's...

[Show details](#)



Fountain Lounge

Opened in 1938, the Fountain Lounge was a place where the hip, sociable and fashionable met to enj...

[Show details](#)

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THE SAINT HOTEL, NEW ORLEANS, FRENCH QUARTER, AUTOGRAPH COLLECTION

931 Canal Street, New Orleans, Louisiana 70112 USA +15045225400 ★ 4.2 (2240 reviews)

STAY DATES

Tue, Dec 01, 2026 - Fri, Dec 04, 2026 750.30 USD

TOTAL STAY

Room(s) held for 14:43

Last Chance: \$400 eGiftCard + 50,000 Points

Use it on an upcoming stay + earn \$100 in airline credits and 17X total points.

Simply present eGiftCard at a participating Marriott Bonvoy property to redeem.



Total Stay: 750.30 USD

eGiftCard: -400.00
USD

Total After eGiftCard: 350.30 USD

[Apply Now >](#)

Congratulations, you're getting an exclusive member rate. To complete your booking, [sign-in](#) or create a free account below.

Complete Your Booking

Need an accessible room? Scroll down to see options.

[Sign in for Faster Booking](#)

Guest Information

All fields are required unless otherwise stated.

First Name	Last Name

Email Address	Member Number

Note: To be credited for this stay, the name on your Marriott Bonvoy account must match the guest name.

Mobile Phone

By providing your phone number, you agree that we may contact you via SMS regarding your stay and other important updates. [See Terms](#)

Country/Region

Address Line 1	Address Line 2



Guest room, 2 Queen

[Room Details](#)

Tue, Dec 01, 2026 - Fri, Dec 04, 2026

1 Room, 1 Adult

[Member Rate Prepay Non-refundable Non-changeable](#)

[← Edit Stay Details](#)

Summary of Charges	750.30
	USD Subtotal



Element by Marriott New Orleans Downtown

221 O'Keefe Ave., New Orleans, Louisiana 70112 USA +15044371010 ★ 3.6 (77 reviews)

STAY DATES

Tue, Dec 01, 2026 - Fri, Dec 04, 2026

TOTAL STAY

2026789.23 USD

Room(s) held for 14:34

Last Chance: \$400 eGiftCard + 50,000 Points

Use it on an upcoming stay + earn \$100 in airline credits and 17X total points.

Simply present eGiftCard at a participating Marriott Bonvoy property to redeem.



Total Stay: 789.23 USD

eGiftCard: -400.00
USD

Total After eGiftCard: 389.23 USD

[Apply Now >](#)

Congratulations, you're getting an exclusive member rate. To complete your booking, [sign-in](#) or create a free account below.

Complete Your Booking

Need an accessible room? Scroll down to see options.

[Sign in for Faster Booking](#)

Guest Information

All fields are required unless otherwise stated.

First Name	Last Name
------------	-----------

Email Address	Member Number Optional
---------------	---------------------------

Note: To be credited for this stay, the name on your Marriott Bonvoy account must match the guest name.

Mobile Phone (+1) USA

By providing your phone number, you agree that we may contact you via SMS regarding your stay and other important updates. [See Terms](#)

Country/Region USA

Address Line 1	Address Line 2 Optional
----------------	----------------------------



Studio Double Queen, Studio, 2 Queen

[Room Details](#)

Tue, Dec 01, 2026 - Fri, Dec 04, 2026

1 Room, 1 Adult

[Member Rate Flexible](#)

[← Edit Stay Details](#)

Summary of Charges **789.23**
USD Subtotal

RENAISSANCE NEW ORLEANS PERE MARQUETTE FRENCH QUARTER AREA HOTEL

817 Common Street, New Orleans, Louisiana 70112 USA +15045251111 ★ 4.1 (1971 reviews)

STAY DATES

Tue, Dec 01, 2026 - Fri, Dec 04, 2026

TOTAL STAY

831.05 USD

Room(s) held for 14:48

Last Chance: \$400 eGiftCard + 50,000 Points

Use it on an upcoming stay + earn \$100 in airline credits and 17X total points.

Simply present eGiftCard at a participating Marriott Bonvoy property to redeem.



Total Stay: 831.05 USD

eGiftCard: -400.00
USD

Total After eGiftCard: 431.05 USD

[Apply Now >](#)

Congratulations, you're getting an exclusive member rate. To complete your booking, [sign-in](#) or create a free account below.

Complete Your Booking

Need an accessible room? Scroll down to see options.

[Sign in for Faster Booking](#)

Guest Information

All fields are required unless otherwise stated.

First Name	Last Name

Email Address	Member Number

Note: To be credited for this stay, the name on your Marriott Bonvoy account must match the guest name.

Mobile Phone

By providing your phone number, you agree that we may contact you via SMS regarding your stay and other important updates. [See Terms](#)

Country/Region

Address Line 1	Address Line 2



Guest room, 2 Double

[Room Details](#)

Tue, Dec 01, 2026 - Fri, Dec 04, 2026

1 Room, 1 Adult

[Member Rate Prepay Non-refundable Non-changeable](#)

[← Edit Stay Details](#)

[Summary of Charges](#)

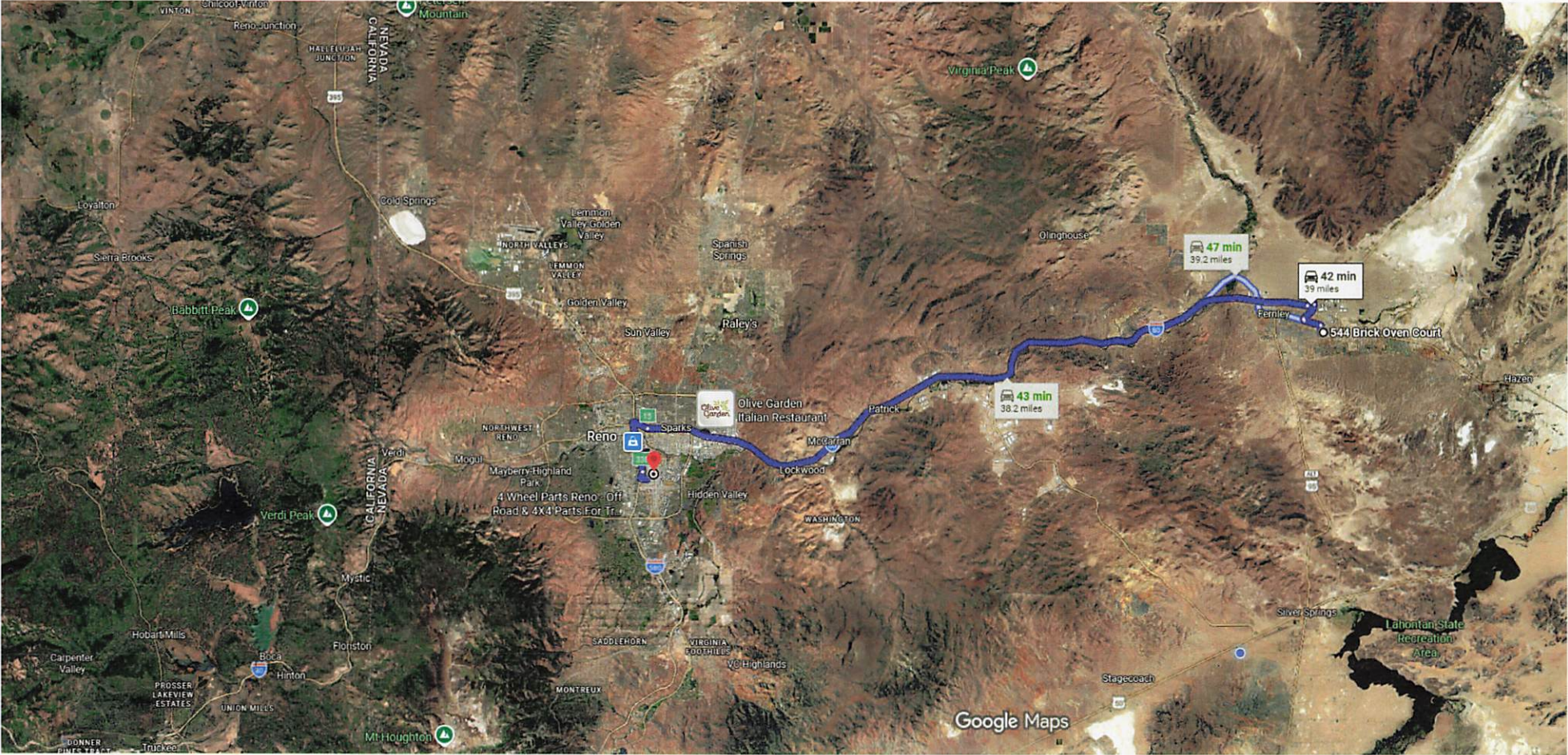
831.05
USD Subtotal



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
New Orleans	Orleans / Jefferson Parishes	\$80	\$20	\$22	\$33	\$5	\$60.00



Imagery ©2026 Google, Airbus, Map data ©2026 , Map data ©2026 Google 2 mi

544 Brick Oven Ct
Fernley, NV 89408

Get on I-80 W from River Ranch Rd, US-50 ALT W and I-80BUS E

- ↑ 1. Head toward Meadows Ave 6 min (2.5 mi)
- ↪ 2. Turn right onto Meadows Ave 174 ft
- ↪ 3. Turn right onto River Ranch Rd 0.1 mi
- ⤴ 4. Merge onto US-50 ALT W 0.4 mi