

**LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST**

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

Name(s) of Attendees Rebecca A. Mayer

SCHOOL Fernley High School

NAME OF CONFERENCE: ACTE's Career Tech Vision 2026
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: New Orleans, Louisiana

DATE OF DEPARTURE: 12/01/2026

DATE OF RETURN: 12/05/2026

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
Performance Plan ☒ Related to a specific program/course
Other
Related to our School

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.

Attending ACTE's CareerTech Vision 2026 will provide current strategies, resources, and professional connections that I can bring directly back to the FHS Business Department. Sessions focused on work-based learning, student engagement, artificial intelligence, industry partnerships, program leadership, and career pathways will support the continued development of authentic, career-connected learning experiences for my students. The conference will also help me strengthen student recruitment and retention, expand community partnerships, and ensure our Business and Accounting pathways remain relevant to changing workplace expectations.

TRAVEL APPROVED: Date 9.11.26

TRAVEL APPROVED: Date 9-14-26

[Signature]
Site administrator or supervisor signature
[Signature]
Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 9-14-26

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: Perkins Local

BUDGET# 280.631.0000.300.2213.330.10000.00.000

Registration
Fees:

Attendees 1 x 910.00 Reg. fee

Total
\$ 910.00

District Office	Grant	School Site	Other
	✓		

BUDGET# 280.631.0000.300.2213.580.10000.00.000

Travel By:

Air

\$ 720.00

(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 229.00 x 4 nights

\$ 916.00

	✓		
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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 \$ 4 x 20.00 days

\$ 80.00

Lunch \$ 5 x 22.00 days

\$ 110.00

Dinner \$ 5 x 33.00 days

\$ 165.00

Incidental \$ 5 x 5.00 days

\$ 25.00

	✓		
	✓		
	✓		
	✓		
	✓		

Substitutes: # of Days 4 x \$ 195.00 /day

\$ 780.00

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

\$ 100.00

Other Miscellaneous expenses: (attach explanation)

\$ 3806.00

TOTAL EXPENSES

	✓		

****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 2-5, 2026**

Name of where conference/training is being held
(i.e. Hotel, School, College, Convention Center): **Ernest N Morial Covention Center 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: **12/1/2026 10:05 am American Airline**

Date & Time you wish to RETURN: **12/5/2026 2:27 pm American Airline**

List any special notes here: **Window seat please**

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)?

Rebecca A. Mayer

Name, Address, Phone number of
lodging establishment:

New Orleans Marriott 555 Canal Street new Orleans, LA 70130

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.



ACTE 2026

November 29, 2026 - December 5, 2026

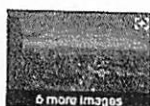
[Back to room list](#)

Upgrade Your Room



Standard Room - Two Double Beds

2026-12-01 - 2026-12-05, 1 Guest



City View Room - King Bed

Max Guests: 2

Treat yourself, you deserve it! Newly renovated room with amazing views of the the historical Canal Street and the French Quarter. Guest Room with (1) King bed with a view of the City skyline. All rooms equipped with HDTV, in-room safe, mini fridge, and usb charging outlets.

+USD 10.00

per night

+ Taxes & Fees (1)

Select

[View policies](#)

City View Room - Two Double Beds

Max Guests: 4

Treat yourself, you deserve it! Newly renovated room with amazing views of the the historical Canal Street and the French Quarter. Guest Room with (2) double beds with a view of the City skyline. All rooms equipped with HDTV, in-

+USD 10.00

per night

+ Taxes & Fees (1)

Reservation Summary

Check-in	Tue, Dec 1, 2026
Checkout	Sat, Dec 5, 2026
Rooms	1
Guests per room	1
NEW ORLEANS MARRIOTT	
STANDARD ROOM - TWO DOUBLE BEDS	USD 916.00
1 adult, 2 nights	
Change rooms	
Subtotal	USD 916.00
ADDITIONAL TAXES	
Hotel Room tax (15.00% per night)	USD 137.40
Occupancy tax (10.25% per night)	USD 12.00
Assessment (2.50% per night)	USD 22.90
Grand Total	USD 1,088.30

Registration:

ATTENDEE REGISTRATION

Review

Review the information below to confirm your registration is correct. Then, click Continue to submit your payment and complete the registration process.

Qty	Description	Amount
	Rebecca Mayer (Fernley High School)	
1	VISION & Career Tech Expo Member	\$640.00
1	New Orleans Branch of the Federal Reserve Bank of Atlanta Early Morning Tour Wednesday, December 02, 2026, 8:15 AM - 10:30 AM	\$95.00
Balance Due		\$735.00

Enter your discount code in the box provided below. Then, select the Apply Discount button. Please note promotional codes should be input on the "Attendee Information" page.

Apply Discount

Note: I couldn't get the Mastering Brand Strategy to work with my registration. I have a copy of it on page 2.

Airline:

Reno to New Orleans

10:05am - 5:29pm (5h 24m, 1 stop)

American Airlines • Tue, Dec 1

[Flight details](#)

[Change flight](#)

New Orleans to Reno

2:27pm - 7:33pm (7h 6m, 1 stop)

American Airlines • Sat, Dec 5

[Flight details](#)

[Change flight](#)

Your trip combines 2 one-way flights on the same airline

Each flight is subject to its own rules, restrictions and fees. Changes or cancellations apply to each ticket individually.
[More information](#)

Reno to New Orleans

American Airlines

New Orleans to Reno

American Airlines

Price details

Traveler 1: Adult \$719.40

Flight \$622.32

Taxes, fees, and charges ⓘ \$97.08

4 seats

Trip total \$719.40

Rates are shown in US dollars

[Next: Seats](#)

[Skip to Checkout](#)

Your MSY-RNO flight is refundable to your original form of payment. Some taxes, fees, and charges may not be refunded.



RATES

[ACTE W9 Form](#) | [Letter of Justification](#)

Register for VISION

CareerTech VISION & Expo	Advance thru 10/13	Regular
VISION Attendee Rates		
ACTE Member	\$640	\$690
Nonmember	\$840	\$880
ACTE Awards Gala	\$110	\$110
One Day VISION Attendee Rates		
ACTE Member	\$370	\$370
Nonmember	\$495	\$495

Tours	Rates
Cuillier Career Center, Jefferson Parish Schools Tour	\$95
High School as Workforce Development: St. Charles Parish Public Schools Satellite Center Tour	\$95
Inside Reconcile: A Youth Workforce Training Experience Tour	\$95
Jefferson Parish Schools, JEDCO, & Delgado Community College Advanced Manufacturing Workforce Programs Tour	\$95

New Orleans Branch of the Federal Reserve Bank of Atlanta Tour (2 Time Options)	\$95
New Orleans Career Center Tour SOLD OUT	\$95
Precision in Practice: Exploring Aerospace Manufacturing at Nunez Community College Tour	\$95
Tour America's Rocket Factory: NASA Michoud Assembly Facility	\$95
Warren Easton Charter High School Tour	\$95

Workshops	Rates
The AI Advantage: Automating Success for Community College Students	\$175
Beyond the Classroom: Strategies & Best Practices for Work-Based Learning	\$175
Building Stronger Workforce Pipelines Through Maritime Career Awareness	\$95
Career Exploration in the Middle Grades: Purpose and Practice	\$175
CTE Admin 101: Leading High-Quality Programs	\$175
CTE for the Global Workforce: Empowering English Learners	\$175
Championing Counselors in a CTE Community-From Guidance to Impact	\$175
Engagement Solved: Proven Strategies That Win Students' Hearts & Minds	\$175
From Access to Employment: Preparing Neurodiverse Learners for CTE Careers	\$175
From Industry to Instructor: Onboard, Retain, and Empower Qualified Instructors	\$175
Igniting the Spark: Meeting All Learners Through Authentic Career Agency	\$200
Lead like it Matters - Because it Does	\$175
Navigating Difficult Conversations	\$175
ReDefining the Goal: Preparing Every Learner to Be World Ready	\$175
State Association Leadership Training	\$40
Turn Your Perkins CLNA into a Strategic Roadmap	\$175
VISION to Action: Mastering Brand Strategy & Marketing for CTE	\$175

Register for NAAE

Companion Event: NAAE	Advance thru 10/13	Regular
ACTE Member	\$640	\$690
NAAE Member	\$610	\$660
ACTE Nonmember	\$840	\$880
NAAE Nonmember	\$840	\$880

Companion Event: FordNGL	Advance thru 10/13	Regular
One Day	\$350	\$350



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



U.S. General Services Administration

FY 2026 per diem rates for new orleans, Louisiana

Primary destination	County	2025 Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
New Orleans	Orleans / Jefferson Parishes	\$157	\$157	\$157	\$157	\$179	\$179	\$179	\$179	\$133	\$133	\$133	\$157