

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees MARA SPENCER

SCHOOL DISTRICT OFFICE

NAME OF CONFERENCE: DIVISION ON CAREER DEVELOPMENT AND TRANSITION INTERNATIONAL CONFERENCE 2026
(Do Not Use Acronyms)
(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: NEW ORLEANS, LA

DATE OF DEPARTURE: 10/14/2026

DATE OF RETURN: 10/17/2026

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.

The Division on Career Development and Transition (DCDT) conference provides a valuable opportunity for educators and professionals to learn, collaborate, and share current research and effective practices that directly support student success. Participation in the conference will positively impact climate, culture, and student learning by equipping educators with innovative strategies to create more inclusive, supportive, and student-centered learning environments. The knowledge and practices gained can strengthen relationships among students, families, educators, and community partners; promote student voice, self-determination, and belonging; and increase access to meaningful opportunities for students with disabilities. The conference serves to improve the quality and accessibility of career development and transition services, increase the role of education in preparing students for postsecondary success, and influence policies that promote equitable outcomes for individuals with disabilities. Bringing these practices back to our school community will help foster a culture of high expectations, collaboration, inclusion, and continuous improvement while strengthening student learning and preparing students for successful and meaningful futures.

TRAVEL APPROVED: Date 9.3.26

Rachel Stewart
Site administrator or supervisor signature

TRAVEL APPROVED: Date 9-3-26

Shay L Cooper, EdD
Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 9-3-26

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: _____

BUDGET# 250.105.0000.200.2213.331.10000.00.000

Registration
Fees:

Attendees 1 x 500.00 Reg. fee

\$ 500.00

District Office	Grant	School Site	Other
☒	☐	☐	☐

BUDGET# 250.105.0000.200.2213.580.10000.00.000

Travel By:

SOUTHWEST AIRLINES

\$ 520.00

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

☒	☐	☐	☐
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BUDGET# 250.105.0000.200.2213.580.10000.00.000

Lodging:

Room rate 281.00 x 3 nights

\$ 843.00

☒	☐	☐	☐
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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	\$ 20.00	x 4	days	\$ 80.00
	Lunch	\$ 22.00	x 4	days	\$ 88.00
	Dinner	\$ 33.00	x 3	days	\$ 99.00
	Incidental	\$ 5.00	x 4	days	\$ 20.00

☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐

Substitutes: # of Days X \$ /day

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

\$ 188.00

\$ 70.00

Other Miscellaneous expenses: (attach explanation)

TOTAL EXPENSES

\$ 2408.00

☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐

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

Conference Information

Conference Dates & Times:	OCTOBER 14, 2026 - OCTOBER 17, 2028
Name of where conference/training is being held (i.e. Hotel, School, College, Convention Center):	SHERATON NEW ORLEANS HOTEL

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:	10/14/2026 @ ~5:20 AM
Date & Time you wish to RETURN:	10/17/2026 @ ~ 11:00 AM
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)?

MARA SPENCER

Name, Address, Phone number of
lodging establishment:

500 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.



[Summary](#) [Agenda](#) [Location](#) [Fees](#) [Contact Us](#) [Sponsors and Exhibitors](#) [FAQ](#)

October 14, 2026 – October 17, 2026

DCDT International Conference 2026 - New Orleans, Louisiana

Sheraton New Orleans Hotel

[REGISTER](#)

Agenda at a Glance

Here's an overview of what's happening at DCDT 50th Anniversary Conference

Day 1, Wednesday October 14

Registration Open

12:00 PM - 4:00 PM

Optional (Extra Registration Fee)

Preconference Sessions

1:00 PM - 4:00 PM

Nationally Certified Transition

Specialist Exam (Separate

Registration-Optional)

2:00 PM - 4:00 PM

Exhibitor Set up

3:00 PM - 4:30 PM

50th Anniversary Opening

Keynote

5:00 PM - 6:30 PM

DCDT 50th Anniversary Opening

Reception

6:30 PM - 8:00 PM

Day 2, Thursday, October 15

Registration Open

7:30 AM - 5:00 PM

Coffee and Tea/Morning

Refreshments

7:30 AM - 9:00 AM

Exhibit Area Open

8:00 AM - 6:00 PM

Programming Concurrent

Breakout Sessions

8:00 AM - 4:50 PM

DCDT President's 50th

Anniversary Social in Exhibit Area

5:00 PM - 6:30 PM

Day 3, Friday, October 16

Coffee and Tea/Morning

Refreshments

7:30 AM - 9:00 AM

Registration

7:30 AM - 4:00 PM

Programming Concurrent

Breakout Sessions

8:00 AM - 4:50 PM

Day 4, Saturday, October 17

Programming Concurrent

Breakout Sessions

8:00 AM - 12:50 PM

Nationally Certified Transition

Specialist Exam (Separate

Registration-Optional)

12:00 PM - 2:00 PM

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[Back to room list](#)

Upgrade Your Room

TRADITIONAL KING

2026-10-14 - 2026-10-17, 1 Guests

3 more images

Deluxe Double

Max Guests: 4

[Deluxe Guest room, 2 Double, City/River view](#)

Travel to New Orleans with a friend or a colleague and reserve a double/double guest room, which provides two beds for all the space and

Show more

+USD 30.00

per night

+Taxes & Fees ⓘ

Select

View policies

CLUB Double

Max Guests: 4

[CLUB Level Guest room w/ CLUB Lounge access, 2 Double](#)

Reserve CLUB level and wake up each morning and delight in the stunning views of the French Quarter or the Mississippi River from high floors in our

Show more

+USD 70.00

per night

+Taxes & Fees ⓘ

Select

View policies

Governor Suite

Max Guests: 4

[Governor's Suite, 1 King, Sofa bed, Bathrooms: 2](#)

Admire the floor-to-ceiling views while you make yourself comfortable in our colorful Governor's Suite, decorated with hues of blues, gold and browns. The

Show more

+USD 600.00

per night

+Taxes & Fees ⓘ

Select

View policies

Treat Yourself or Someone Else

Order one of our guest room amenities for yourself or treat someone else as a surprise delight. Choos...

Show details

Local Experiences

Enrich your stay in New Orleans with local experiences. Visit a popular attraction, book a...

Show details

Reservation Summary

Check-in	Wed, Oct 14, 2026
Checkout	Sat, Oct 17, 2026
Rooms	1
Guests per room	1
SHERATON NEW ORLEANS	
ROOM 1	
TRADITIONAL KING	USD 708.00
1 adult, 3 nights	
Change rooms	
Subtotal	USD 708.00
ADDITIONAL TAXES	
Occupancy Rate (USD 3.00 per night)	USD 9.00
Room Tax (17.5% per night)	USD 123.90
Grand Total	USD 840.90

Edit reservation

Next

OCT 14 - 17

RNO → MSY

Trip & Price Details

Price

Passengers

Seats

Payment

Confirmation

Flight

Modify

✈

Wed 10/14

3582 / 4041

RNO → MSY

5:20 AM 1:45 PM

6 hr 25 min

1 stop

Choice

Base fare

1 Passenger(s)

\$434.42

Taxes and fees

\$82.98

Flight total

\$517.40

or from \$51/mo*

with flexpay. Learn more

1 Passenger

Reserve your seats when booking

✈

Sat 10/17

3117 / 2383

MSY → RNO

6:00 AM 11:00 AM

7 hr 0 min

1 stop

Choice

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](#)

Upgrade Flight

Upgrade to Choice Preferred



- ✓ Choose a Preferred seat (or any Standard seat)¹⁵
- ✓ Group 3-4 boarding¹⁶
- ✓ Refundable⁵
- ✓ Priority Lane and Express Lane¹²
- ✓ 10x Rapid Rewards[®] points per dollar³
- ✓ Free same-day change/standby (taxes and fees may apply)⁹
- ⓘ Checked bag fees may apply²

*Please read the [fare rules](#) associated with this purchase.

Prices shown per passenger, per one-way.

☐

Upgrade departing trip for \$80

☐

Upgrade returning trip for \$80

☐

Upgrade both for \$160

Apply upgrade

SUBTOTAL	\$434.42
TAXES & FEES	\$82.98
TRIP TOTAL	\$517.40

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.



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



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