

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees Royce Aldridge

SCHOOL Yerington High School

NAME OF CONFERENCE: Association for Career and Technical Education Career Tech Vision Convention
(Do Not Use Acronyms)
(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: New Orleans, LA

DATE OF DEPARTURE: 12/1/26 DATE OF RETURN: 12/5/26

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 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.

I would like to request your support to attend the Association of Career and Technical Education (ACTE) Career Tech Vision Convention, taking place December 1 - 5, 2026, in New Orleans, Louisiana. The ACTE CareerTech VISION 2026 is dedicated to serving the entire career and technical education community. This conference provides leadership, networking, and workshops to help educators prepare learners for the workforce.

The ACTE Convention offers high-quality professional development designed to help educators strengthen their programs and better serve our students. The knowledge and resources gained at the convention directly support our students by enhancing instructional practices, strengthening program management, and expanding opportunities for students.

TRAVEL APPROVED: Date 6/5/2026

KBEgelder
Site administrator or supervisor signature

TRAVEL APPROVED: Date 6/15/26

Stacy Cooper, EdD
Superintendent or designee signature

District Office Use Only

Received by District Office Date: 6/15/26

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

					<u>Total</u>	<i>District Office</i>	<i>Grant</i>	<i>School Site</i>	<i>Other</i>
BUDGET#	280.631.0000.300.2213.330.10000.00.000								
Registration Fees:	Attendees	1	x	590	Reg. fee	\$	590	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BUDGET#	280.631.0000.300.2213.580.10000.00.000								
Travel By:	<u>Air</u>					\$	430.40	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>(Air, district car, private car for personal convenience, etc.)</i>									
BUDGET#	280.631.0000.300.2213.580.10000.00.000								
Lodging:	Room rate	\$	247.99	x	4	nights	\$	991.99	<input checked="" type="checkbox"/>
<i>(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></i>									
Meals:	Breakfast	\$	20	x	5	days	\$	100	<input checked="" type="checkbox"/>
	Lunch	\$	22	x	5	days	\$	110	<input checked="" type="checkbox"/>
	Dinner	\$	33	x	5	days	\$	165	<input checked="" type="checkbox"/>
	Incidental	\$	5	x	5	days	\$	25	<input type="checkbox"/>
Substitutes:	# of Days		4	x	\$ 195	/day		780	<input checked="" type="checkbox"/>
Other transportation fees:	<i>(i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)</i>					\$	150	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Miscellaneous expenses:	<i>(attach explanation)</i>					\$		<input type="checkbox"/>	<input type="checkbox"/>
TOTAL EXPENSES						\$	3342.39	<input type="checkbox"/>	<input type="checkbox"/>

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

Conference Information

Conference Dates & Times:	Association for Career and Technical Education-Career Tech Vision 2026
Name of where conference/training is being held (i.e. Hotel, School, College, Convention Center):	New Orleans Convention Center Riverside

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:	Dec 1st 2026 6:45am
Date & Time you wish to RETURN:	Dec 5th 2026 7:10pm
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 All travelers agree to share lodging as appropriate? Yes No

Register under what name(s)?

Royce Aldridge

Name, Address, Phone number of lodging establishment:

Hotel Indigo-705 Common St New Orleans LA 504-208-9449

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.

Complete your reservation

EXCLUSIVE OFFER

Earn up to

\$150

in IHG statement credits

+

Earn

50K

bonus points

Price for this stay: \$991.99

IHG statement credits*: -\$150.00

Total after statement credits*: \$841.99

*Price for stay and statement credit may post on separate statements.

APPLY NOW

First Name

Last Name

Email Address

Country/Region

Address

Additional Address Information

City/Town

Postal Code

Country/Region Code

Phone Number

Add a Special Request

Pay with



Reserve with confidence

- Your room will be held until your arrival on the day of check-in.
- Pay 137.88 USD today

Reserve with payment

Your room will be held until your arrival on the day of your check-in.

Card Number

Expiration

MM

YY



Your card is safe

Deposit and Cancellation Policy ▼

Description of Taxes and Additional Charges ▼

IN Hotel Indigo New Orleans - French Quarter
705 Common Street, New Orleans, LA, United States

Total price 991.99 USD

Well done! You're getting a great price.

Dates Dec 1-5, 2026 (4 nights)
Check in 4:00 pm

Reservation 1 room, 1 guest

Room type 1 King Standard

Rate name Stay Longer & Save Member Exclusive
IHG One Rewards Discount

4 nights stay	
Dec 1 - Dec 2	117.80USD
Dec 2 - Dec 3	209.00 USD
Dec 3 - Dec 4	219.45 USD
Dec 4 - Dec 5	304.00 USD

Additional charges ⓘ
Occupancy Fee 4.00 USD

Taxes

City Tax	42.51 USD
State Tax	80.35 USD
Tourism Assessment	14.88 USD

Total price 991.99 USD

Earn an estimated 8,503 points for this stay. ⓘ



You chose a Basic fare

Basic fares are non-refundable except as allowed by our 24-hour cancellation policy. Flight changes are allowed but require a fare upgrade. Customers may be eligible for a flight credit if canceled at least 10 minutes prior to the flight's original departure time. Checked bag fees may apply.

Trip & Price Details

Price Passengers Seats Payment Confirmation

✈ Flight Motly

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

Base fare 1 Passenger(s) **\$353.49**

Taxes and fees **\$76.91**

1 Passenger | Seat assigned at check-in

Flight total **\$430.40**

or from \$43/mo* with Flexpay [Learn more](#)

Sat 12/5 # 3146 / 4451
MSY → **RNO** 6 hr 20 min 1 stop ✈ Basic
 2:50 PM 7:10 PM

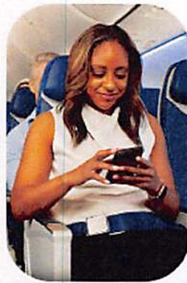
1 Passenger | Seat assigned at check-in

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](https://southwest.com/rterms)

✈ Upgrade Flight

Upgrade to Choice



- ✓ **NEW** Choose a Standard seat at booking¹⁵
- ✓ **NEW** General boarding¹⁶
- ✓ No cancel fee (12-month Transferable Flight Credit™ from original ticketing date)⁶
- ✓ Flight changes allowed, fare difference applies⁹
- ✓ 6x Rapid Rewards® points per dollar³
- ✓ Free same-day change/standby (taxes and fees may apply)⁹
- ⌚ Checked bag fees may apply²

Prices shown per passenger, per one-way.

Upgrade departing trip for \$51

Upgrade returning trip for \$50

Upgrade both for \$101

[Apply upgrade](#)

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

BASE TOTAL	\$353.49
TAXES & FEES	\$76.91
TRIP TOTAL	\$430.40

[Show price breakdown](#)

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

[Log in for faster checkout](#)

[Continue](#)

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

[Add Car Rental](#)

New Orleans Airport • 12/01/26 - 12/05/26 [Modify](#)

Freedom 250 Countdown to America's 250th Anniversary: 80 days



An official website of the United States government



U.S. General Services Administration

FY 2026 per diem rates for new orleans, Louisiana

Change fiscal year: or

Daily lodging rates (excluding taxes) | October 2025 - September 2026

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

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

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

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
New Orleans	Orleans / Jefferson Parishes	\$80	\$20	\$22	\$33	\$5	\$60.00

Additional per diem topics

- [Meals & Incidental Expenses breakdown \(M&IE\)](#)
- [FAQs](#)
- [State tax exemption forms](#)
- [Factors influencing lodging rates](#)
- [Fire safe hotels](#)
- [Have a per diem question?](#)
- [Downloadable per diem files](#)

Need more information?

- [Rates for Alaska, Hawaii, U.S. territories and possessions \(set by DoD\)](#)
- [Rates in foreign countries \(set by State Dept.\)](#)
- [Federal travel regulations](#)

Related topics

- [Travel resources](#)
- [FedRooms](#)
- [POV mileage reimbursement rates](#)

Last reviewed: 2023-12-23

Conference Registration Fees

Please select your registration fee below. Register early and save!

Interested in membership? Receive a discount on your registration fee by joining ACTE's thriving community of CTE professionals and gaining access to a wealth of world-class CTE resources. Learn more at www.acteonline.org/JOIN.

If you are a student or retiree, please reach out to registration@acteonline.org or 800-826-9972 for more information.

Clear Selection

<input checked="" type="checkbox"/>	VISION 2026 AND CAREERTECH EXPO	EARLY BIRD (THRU 7/31)
<input checked="" type="checkbox"/>	VISION & Career Tech Expo Member	\$590.00
<input checked="" type="checkbox"/>	VISION 2026 AND CAREERTECH EXPO ONE DAY	PRICE
<input type="checkbox"/>	Thursday, December 3 Member	\$370.00
<input type="checkbox"/>	Friday, December 4 Member	\$370.00
<input type="checkbox"/>	Saturday, December 5 Member	\$370.00
<input checked="" type="checkbox"/>	EXCELLENCE AWARDS	PRICE
<input type="checkbox"/>	ACTE Excellence Awards Gala (Additional Fee Required) Wednesday, December 02, 2026, 7:00 PM - 9:00 PM 659 Left.	\$110.00
<input type="checkbox"/>	ACTE Excellence Awards Gala (Additional Fee Required) Table 700 Left.	\$1,300.00
<input checked="" type="checkbox"/>	STATE ASSOCIATION LEADERSHIP TRAINING PROGRAM	PRICE
<input type="checkbox"/>	State Association Leadership Training Wednesday, December 02, 2026, 8:00 AM - 4:00 PM 78 Left.	\$40.00
<input checked="" type="checkbox"/>	FORD NGL PRE-CONFERENCE ADD-ON	EARLY BIRD (BEFORE 7/31)
<input type="checkbox"/>	Ford Next Generation Learning Pre-Conference Add-on Wednesday, December 02, 2026, 9:00 AM - 5:00 PM Select this option if you would like to attend the Pre-Conference AND also attend VISION. Education and workforce leaders are being called to elevate their work to be transformational, scalable, and sustainable for all students. Join Ford NGL for a dynamic one-day convening at ACTE designed for decision-makers shaping career-connected learning. Through engaging sessions, participants will explore topics such as <ul style="list-style-type: none"> • how communities move Portraits of a Graduate into system-wide implementation; • how to develop strong cross-sector partnerships that deepen business engagement; and • how to bring all community stakeholders together to achieve 100% of students completing a CTE program of study. Connect with leaders from across the country and gain actionable strategies grounded in Ford NGL's Community Connected Framework for Transformation to drive meaningful impact.	\$295.00
<input checked="" type="checkbox"/>	LAPSEN	EARLY BIRD (THRU 7/31)
<input type="checkbox"/>	LAPSEN Conference Add On LAPSEN Member Registering for LAPSEN does not include registration to VISION. You must also select VISION registration if you would like to register for both.	\$439.00
<input type="checkbox"/>	LAPSEN Conference Add On LAPSEN Non-Member Registering for LAPSEN does not include registration to VISION. You must also select VISION registration if you would like to register for both.	\$489.00
<input checked="" type="checkbox"/>	LAPSEN	PRICE
<input checked="" type="checkbox"/>	LAPSEN PRE-CONFERENCE	PRICE