

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 ☐ 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

KB Eggen

Site administrator or supervisor signature

TRAVEL APPROVED: Date

6/15/26

Stacy L. 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

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

****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:
IHG statement credits*:
**Total after statement
credits*:**

\$991.99
-\$150.00
\$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 [Modify](#)

Tue 12/1 # 3943 / 1715
RNO → MSY 5 hr 40 min 1 stop [Basic](#)
6:45 AM 2:25 PM

Base fare \$353.49
1 Passenger(s)**Taxes and fees** \$76.91

1 Passenger | Seat assigned at check-in

Flight total \$430.40or 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

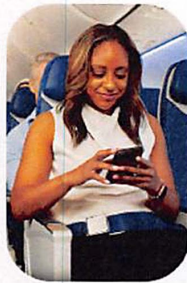
1 Passenger | Seat assigned at check-in

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](#)

✈ 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 applies⁸
- ✓ 6x 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 \$51☐ Upgrade returning trip for \$50☐ Upgrade both for \$101[Apply upgrade](#)

SUBTOTAL

\$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](#)

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

☒	VISION 2026 AND CAREERTECH EXPO	EARLY BIRD (THRU 7/31)
☒	VISION & Career Tech Expo Member	\$590.00
☒	VISION 2026 AND CAREERTECH EXPO ONE DAY	PRICE
☐	Thursday, December 3 Member	\$370.00
☐	Friday, December 4 Member	\$370.00
☐	Saturday, December 5 Member	\$370.00
☒	EXCELLENCE AWARDS	PRICE
☐	ACTE Excellence Awards Gala (Additional Fee Required) Wednesday, December 02, 2026, 7:00 PM - 9:00 PM 659 Left.	\$110.00
☐	ACTE Excellence Awards Gala (Additional Fee Required) Table 700 Left.	\$1,300.00
☒	STATE ASSOCIATION LEADERSHIP TRAINING PROGRAM	PRICE
☐	State Association Leadership Training Wednesday, December 02, 2026, 8:00 AM - 4:00 PM 78 Left.	\$40.00
☒	FORD NGL PRE-CONFERENCE ADD-ON	EARLY BIRD (BEFORE 7/31)
☐	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 • 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
☒	LAPSEN	EARLY BIRD (THRU 7/31)
☐	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
☐	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
☒	LAPSEN	PRICE
☒	LAPSEN PRE-CONFERENCE	PRICE