

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees Heather Moyle and 2 EL teachers (TBD)

SCHOOL DO

NAME OF CONFERENCE: University of Wisconsin Madison 2026 Annual conference
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: St. Louis, Missouri

DATE OF DEPARTURE: 09/15/26

DATE OF RETURN: 09/18/2026

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

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.

As the premier event for educators of Pre-K through grade 12 multilingual learners, the WIDA Annual Conference gives educators the opportunity to share best practices and learn about innovative classroom strategies. Participants from around the globe include ELL/ESL teachers, content teachers, district and state coordinators, early care and education practitioners, school administrators, researchers, and more. As an attendee, I will:

- Participate in sessions that offer a variety and depth of learning
- Hear from knowledgeable and experienced presenters in the field
- Acquire practical application resources and strategies
- Learn best practices for supporting multilingual learners in my work
- Discover innovative approaches to instruction
- Engage with colleagues and professionals in the field

Conference sessions include 75-minute breakout sessions that examine research-based strategies, practices, or topics that align with the conference theme, as well as 2.5-hour, hands-on workshops that allow for in-depth exploration of a topic, strategy, or practice. Both session types are designed for participants to leave with concrete ideas, tools, or resources to use in their contexts and share with their teams. The conference will also include five featured sessions and one keynote presentation from thought leaders in the field. These sessions are intended to spark critical thinking and reflection on a variety of relevant topics.

By attending the 2026 WIDA Annual Conference, we will return with new and innovative strategies, tools, and resources and an expanded knowledge of best practices to share with our team and readily implement into practice. This will be funded through the Title III grant.

TRAVEL APPROVED: Date 5/5/26


Site administrator or supervisor signature

TRAVEL APPROVED: Date

NA
Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 5/5/26

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 III

	<u>Total</u>	<i>District Office</i>	<i>Grant</i>	<i>School Site</i>	<i>Other</i>
BUDGET# 280.858.0000.000.2213.330.1000.27.000 Registration Fees: Attendees <u>3</u> x <u>795</u> Reg. fee \$	2385.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET# 280.858.0000.000.2500.580.1000.27.000 Travel By: <u>Air</u> \$	2443.20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(Air, district car, private car for personal convenience, etc.)</i>					
BUDGET# 280.858.0000.000.2500.580.1000.27.000 Lodging: Room rate \$ <u>259</u> x <u>3x3</u> nights \$	2331.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 \$ <u>22.00</u> x <u>4x3</u> days \$	264.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch \$ <u>23.00</u> x <u>2x3</u> days \$	138.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dinner \$ <u>36.00</u> x <u>4x3</u> days \$	432.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incidental \$ <u>5.00</u> x <u>4x3</u> days \$	60.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substitutes: # of Days X \$ /day		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Miscellaneous expenses: (attach explanation)	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL EXPENSES	8053.20	<input type="checkbox"/>	<input type="checkbox"/>	<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:	September 16th-18th 8:00-4:00
Name of where conference/training is being held (i.e. Hotel, School, College, Convention Center):	America's Center. 8th and Washington , St. Louis MO 63101

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:	09/15/26 6:10am
Date & Time you wish to RETURN:	09/18/2026 4:15
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) : \$150	All travelers agree to share lodging as appropriate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Register under what name(s)?	Heather Moyle	
Name, Address, Phone number of lodging establishment:	Marriott St. Louis Grand. 800 Washington Ave, St Louis MO 63101 (314) 621 9600	

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.

Conference Venue

All WIDA Annual Conference in-person sessions on September 16-18, 2026, will take place at the America's Center located at 8th & Washington, St. Louis, MO 63101.

The reception on Thursday, September 17 will take place at the Marriott St. Louis Grand, which is across the street from the convention center.

[America's Center website](#)

[Accessibility at America's Center](#)



Photo courtesy Explore St. Louis

Getting to America's Center

[Directions to America's Center](#)

[St. Louis Parking Information](#)

Electronic sliding doors are located at the following entrances: Washington and Plaza. Electronic assistance doors are located at the following entrances: A, B, Courtyard and Broadway Central.

Accessibility Inside America's Center

Elevators are located in the Washington and Plaza lobbies of the Convention Center. All passenger elevators as well as room and restroom signs are equipped with Braille signage to assist the visually impaired.

Follow #WIDA2026 for full conference coverage



Travel and Lodging

Learn more about traveling to and around St. Louis including

[Transportation options](#)

[Accessible transportation in St. Louis](#)

[Accessibility in St. Louis](#)

Attendees are responsible for booking and paying for their own travel.

The WIDA Annual Conference has negotiated a reduced lodging rate for attendees at the following hotels. Information for booking lodging will be included in the attendee's registration confirmation email. Rates will be available until the cut-off date or until the block is filled, whichever comes first.

Location: Marriott St. Louis Grand
800 Washington Ave, St. Louis, MO 63101
Rate: \$259/night + tax
Reservation Cut-Off Date: August 24, 2026

Location: Magnolia Hotel St. Louis
421 N 8th St, St. Louis, MO 63101
Rate: \$219/night + tax
Reservation Cut-Off Date: August 26, 2026

Location: Courtyard Marriott
Downtown/Convention Center
823-827 Washington Ave, St. Louis, MO 63101
Rate: \$209/night + tax
Reservation Cut-Off Date: August 24, 2026



Photo courtesy Explore St. Louis

Attend

“This conference is like a pep rally for everyone involved in multilingual education! I love hearing from teachers who are making a difference in their community. I love connecting with my colleagues over best practice. I especially love the practical tips and resources that presenters freely share. The WIDA Annual Conference is a must-attend for anyone in the field!”

– 2025 WIDA Annual Conference attendee

A Session Type for Everyone



Concurrent Sessions examine research-based strategies, practices, or topics that align to the conference theme and one of the topic strands.



Workshops are extended hands-on sessions that allow for in-depth exploration of a topic or practice. Participants will leave with tools or resources to use in their contexts.



Dedicated **Session Tracks** offer topics like family engagement and bi/multilingual education so attendees can tailor their learning.

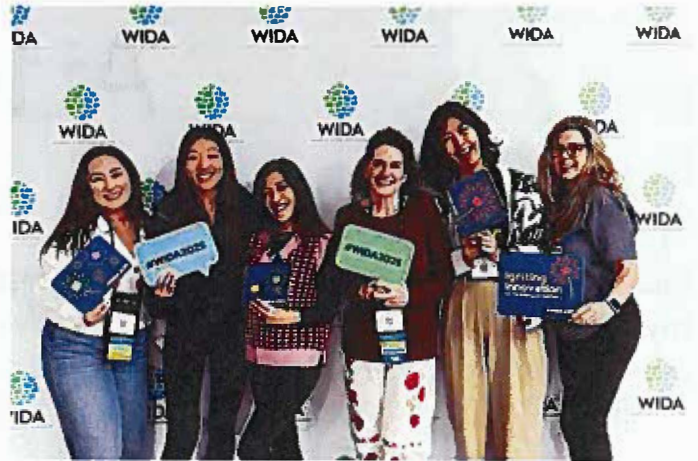
Note: Pre-registration is required for all sessions and can be selected for the attendee during the registration process or by logging back in between registration confirmation and the start of the conference.

[View the full conference schedule](#)

Why Attend?

Past in-person attendees shared their main reasons for returning to the conference:

- Hear from very knowledgeable and experienced presenters in the field
- Obtain practical application resources and strategies
- Experience the variety and depth of learning offered through sessions



Program at a Glance

Here's an overview of the in-person conference schedule; visit the [Program](#) page for the full conference schedule.

All times are listed in Central Time.

Wednesday, September 16

8:30 a.m. - 9:45 a.m.

Welcome and
Keynote

10:15 a.m. - 11:30 a.m.

Concurrent Sessions
and Spotlight

1:00 p.m. - 4:00 p.m.

Concurrent Sessions,
Spotlight and
Workshops

4:00 p.m. - 5:30
p.m.

Exhibit Hall Showcase

Thursday, September 17

8:30 a.m. - 11:30 a.m.

Concurrent Sessions,
Spotlight and
Workshops

1:00 p.m. - 4:00 p.m.

Concurrent Sessions,
Spotlight and
Workshops

5:00 p.m. - 7:30
p.m.

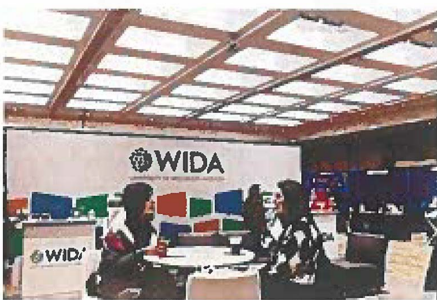
#WIDA2026
Reception

Friday, September 18

8:30 a.m. - 12:30
p.m.

Closing Speaker,
#WIDA2027 Raffle,
Concurrent Sessions
and Workshops

Meals



Morning Coffee and Breaks

Coffee and tea will be provided for all participants each morning and light refreshments will be



Lunches

Lunches are included with registration and provided on Wednesday and Thursday.



Special Events

Join us for hors d'oeuvres at the Exhibit Hall Showcase and for light fare, refreshments, and a cash bar at the #WIDA2026 reception. These events are

provided during afternoon breaks.

included in registration. The Exhibit Hall Showcase takes place Wednesday afternoon, and the reception takes place Thursday evening.

Location

The WIDA Annual Conference is coming to St. Louis, Missouri!

St. Louis: Travel, hotels and more



Virtual Track



Can't join us in person? Experience a sampling of the WIDA Annual Conference and join us virtually on September 15. The virtual track includes live sessions and an exclusive virtual keynote speaker. Virtual attendees also receive access to the recording of the in-person keynote speakers.

Attend Virtually

Follow #WIDA2026 for full conference coverage



Location: St. Louis, Missouri



Photo courtesy Explore St. Louis

The Gateway to the West

St. Louis is a place where history and imagination collide, and the result is a Midwestern destination filled with one-of-a-kind attractions, restaurants, shops and adventures. The Gateway City is also an economical destination, with more free world-class attractions than any other city outside of Washington, DC.

[Explore St. Louis:](#) Visitor Guide, food and dining, things to do and more.

Trip & Price Details

Price Passengers Seats Payment

✈ Flight [Modify](#)

✈ Tue 9/15 # 3368 / 2317
RNO → **STL** 6 hr 55 min | 1 stop ✈ Choice Extra
6:10 AM 3:05 PM

Base fare
3 Passenger(s)

Taxes and fees

3 Passengers | Reserve your seats when booking

Flight total **\$2**

or from
with flexpay

✈ Fri 9/18 # 3828 / 3622
STL → **RNO** 5 hr 30 min | 1 stop ✈ Choice Extra
12:45 PM 4:15 PM
Only 3 left!

3 Passengers | 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/terms](https://southwest.com/terms)

SUBTOTAL	\$2,1.
TAXES & FEES	\$3
TRIP TOTAL	\$2,44

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

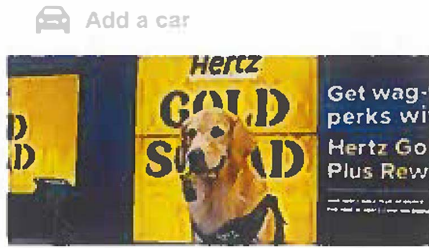
Log in for faster checkout

Conti

By clicking 'Continue', you agree to accept the and want to continue with this

Add a Car Products not confirmed until purchase.

No worries, your flight will remain in your cart while you search for a car.



Book now, Pay later!
From \$68.39*/day in
St. Louis

*Or add third party car rental fee

Book now

PICK-UP LOCATION St. Louis, MO - STL	PICK-UP DATE 9/15 Tue, Sep 15, 2026	PICK-UP TIME 4:00 PM
RETURN LOCATION St. Louis, MO - STL	RETURN DATE 9/18 Fri, Sep 18, 2026	RETURN TIME 11:00 AM
RENTAL COMPANY (Optional) No preference	VEHICLE SIZE (Optional) No preference	

See

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

[Log in for faster checkout](#)

[Conti](#)

By clicking 'Continue', you agree to accept the terms and conditions and want to continue with this reservation.

No-show policy

If you do not plan to travel on your flight, you must cancel your reservation at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, your reservation will be canceled, and your funds and points may be forfeited. [Learn more.](#)

Fare Benefits

Basic¹

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 bag²

Bag fees apply to Basic, Choice, and Choice Preferred fares. Choice Extra fares and Rapid Rewards® A-List Preferred Members receive free checked bags. A-List Members and Rapid Rewards Credit Cardmembers only receive their first checked bag for free. Checked bag benefits do not apply on flights booked with a partner carrier. Weight and size limits apply. Additional allowances, benefits, and/or exceptions may apply. [Learn more.](#)

Rapid Rewards® points³

Points can be earned from (a) Qualifying Flights (defined below) operated by Southwest®, or (b) qualifying purchases with our Rapid Rewards® partners. "Qualifying Flights" include flights operated by Southwest Airlines® and paid entirely with dollars, Southwest LUV Vouchers®, gift cards, or flight credits and those paid with Cash + Points. NOTE: With a Cash + Points booking, points are earned only on the portion of the base fare that is paid with dollars. Qualifying Flights exclude reward flights, charter flights, nonrevenue travel, and Comp Pass® travel. All Rapid Rewards rules and regulations apply and can be found at [Southwest.com/rterms](https://southwest.com/rterms).

No cancel fees⁴

All fare types are eligible for cancellations without a fee. For roundtrip reservations, if one or both segments is booked with a Basic fare, cancellations are only permitted if either a) both segments are canceled or b) the Basic fare segment(s) is upgraded. Failure to cancel a reservation at least 10 minutes prior to original scheduled departure may result in forfeited travel funds.

Refundable⁵

As long as you cancel your reservation at least 10 minutes prior to the original scheduled departure of your flight, you're eligible to receive 100% of your ticket value as a refund to your original form of payment. A Southwest® flight credit from a previous reservation that is applied toward a Choice Extra or Choice Preferred fare will be refunded as a Transferable Flight Credit™. For travel booked with Rapid Rewards points, if canceled, points will be returned to the Rapid Rewards account holder who booked the reservation. If you do not cancel, you will be refunded as a Transferable Flight Credit™. [Learn more.](#)



U.S. General Services Administration

FY 2026 per diem rates for ZIP Code 63101

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
St. Louis	St. Louis / St. Louis City / St. Charles	\$86	\$22	\$23	\$36	\$5	\$64.50

