

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees Tamara Roseberry, Rachel Stewart, and Lisa Shea

SCHOOL District Office

NAME OF CONFERENCE: National Alliance for Medicaid in Education (NAME) Conference
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Chicago, IL

DATE OF DEPARTURE: 9/22/26

DATE OF RETURN: 9/26/26

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.

Tamara Roseberry (Lyon County School District) and Noel Chounet (Healthy Communities Coalition) have been invited to present at the National Alliance for Medicaid in Education (NAME) Conference 2026 on Lyon County's innovative synergy of support systems involving interagency collaboration in rural communities. NAME supports professionals in education and Medicaid agencies in school based health in public schools. This conference is a unique professional development opportunity in learning and supporting School Based Medicaid. It will provide attendees time for collaboration and growth in their learning and partnerships within and beyond the individual school districts. As this opportunity has come with additional grant funds from the Trauma Informed Services in Schools (TISS) grant to attend, we have invited our colleagues from the Special Services Department as there will be a wealth of professional development in regards to special education.

TRAVEL APPROVED: Date July 21, 2026

TRAVEL APPROVED: Date 7/21/26



Site administrator or supervisor signature



Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 7/21/26

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: Trauma Informed Services in Schools (TIS)

BUDGET# 280.700.0000.000.2213.330.10000.00.000 **Total**
 Registration Fees: Attendees ³ X 750 Reg. fee \$ 2,250.00

District Office	Grant	School Site	Other
☐	☒	☐	☐

BUDGET# 280.700.0000.000.2213.580.10000.00.000
 Travel By: Air (856.40 x 3) \$ 2,569.20
 (Air, district car, private car for personal convenience, etc.)

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BUDGET# 280.700.0000.000.2213.580.10000.00.000
 Lodging: Room rate \$ 239 X 4 (x3) nights \$ 3,413.37

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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 \$ 23 X 5 (x3) days \$ 345
 Lunch \$ 26 X 5 (x3) days \$ 390
 Dinner \$ 38 X 5 (x3) days \$ 570
 Incidental \$ 5 X 5 (x3) days \$ 75

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☐	☒	☐	☐
☐	☒	☐	☐
☐	☒	☐	☐

Substitutes: # of Days X \$ /day

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Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.) \$ 90

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Other Miscellaneous expenses: (attach explanation) \$
 TOTAL EXPENSES \$ 9,702.57

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****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 22 25, 2026, 8:30 am 4:30 pm

Name of where conference/training is being held
(i.e. Hotel, School, College, Convention Center): Hyatt Regency McCormick Place, 2233

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**: Tuesday, 9/22/26 at 6:40 am arriving in Chicago at 2:20 pm

Date & Time you wish to **RETURN**: Saturday, 9/26/26, at 10:00 am arriving in Reno at 5:20 pm

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) : 223 All travelers agree to share lodging as appropriate? ☒ Yes ☐ No

Register under what name(s)? Tamara Roseberry, Rachel Stewart, Lisa Shea

Name, Address, Phone number of
lodging establishment: Hyatt Regency McCormick Place 2233 S Martin Luther King Dr. C

DEADLINE DATE : 9/4/26

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.**



24th Annual NAME Conference

"Bringing the Spirit of School Medicaid to the Windy City!"
[Conference Website](#)

September 22 - 25, 2026
[Hyatt Regency McCormick Place](#)
2233 S Martin Luther King Dr. Chicago, IL 60616 (312)567.1234



REGISTRATION:

What is the late registration rate? *Registration is offered at a rate of \$750.00 through September 4, 2026. Beginning September 5, 2026, a late registration fee of \$850.00 will be offered.*

When do I need to register? *Registering early is always the best way to secure a lower price.*

What comes with registration? *Registration includes a NAME membership valid from October 2026 through December 31, 2027. An evening welcome reception with light hors d'oeuvres will be hosted on Tuesday, September 22nd. Breakfast will be provided with conference attendance on September 23rd, 24th, 25th, and lunch on September 23rd and 24th. You will also receive a digital conference schedule and access to the conference app in addition to the presentations, speakers, and other scheduled events at the conference.*

How can I register? *Registration for the September 2026 conference in Chicago opened at the beginning of March 2026. Please go to the [conference website](#) to access the registration link.*

Do I need to be a member to register for the conference? *No! However, as stated above, you will receive a membership with your registration.*

I need an agenda for my travel request. How do I get an agenda/schedule? *You can download and print an agenda/schedule straight from the conference app. We have linked a basic [agenda](#) here for your convenience - speaker and session details will be added to the schedule as finalized. Please reach out to conferencecommittee@medicaidforeducation.org with any questions.*



Can I cancel or transfer my conference registration?

*Yes, you can cancel your registration until Friday, September 4th, for a \$50 cancellation fee. Starting September 5th, a **\$375 cancellation fee** will be charged to cover food and venue minimums that have already been finalized. **No refunds** will be issued after Friday, September 18th. Alternatively, at any time, you may transfer your registration at no charge to another member of your organization by contacting treasurer@medicaidforeducation.org.*

During registration, I chose to pay with a PO or a check. Now I would like to pay by credit card. How do I do this?

Email the NAME Treasurer at treasurer@medicaidforeducation.org and request a credit card payment link. Remember, paying with a PO or check saves NAME from paying credit card processing fees. This helps us with keeping registration rates low!

HOTEL:

Where is the conference being held in 2026?

Hyatt Regency McCormick Place

2233 S Martin Luther King Dr.

Chicago, IL 60616

(312)567.1234

How do I make hotel reservations? *Hotel information is on the NAME website and can be accessed through this [registration link](#). Please reserve your room no later than September 7, 2026, to take advantage of the NAME room rate. Book early to guarantee your room at the conference hotel. Additional information for a nearby hotel will be added if and when the conference hotel sells out.*

What dates is the NAME room block rate active? *The NAME rate of \$239++ tax and fees will be honored Sunday, September 20 - Saturday, September 26, 2026.*

Is there a fee to park at the conference hotel?

Yes. On-site self-parking only is available at a discounted self-parking rate of \$28 per night with in/out privileges for all registered hotel guests

Will there be a shuttle between the hotel and the airport?

No, the hotel does not offer a shuttle service between the hotel and the airport.

Transportation options: *Transportation options to/from Chicago airports (ORD/MDW) and Hyatt Regency McCormick Place include [Go Airport Express shuttle services\(\\$\)](#), [taxis \(~\\$40-\\$60\)](#), [rideshares like Uber/Lyft \(~\\$35-\\$50\)](#), and [public transit \(CTA Green Line\)](#). The hotel is located on the McCormick Place campus, making it accessible via these methods, with travel times ranging from 25 to 90+ minutes, depending on traffic.*

Trip & Price Details



✈ Flight Modify

 Tue 9/22

4012 / 1428

RNO → **MDW**

6:40 AM 2:20 PM

5 hr 40 min

| 1 stop 

Choice Extra
Only 5 left!

1 Passenger | Reserve your seats when booking

 Sat 9/26

4935 / 2063

MDW → **RNO**

10:00 AM 5:20 PM

9 hr 20 min

| 1 stop 

Choice Extra
Only 4 left!

1 Passenger | Reserve your seats when booking

Base fare 1 Passenger(s)	\$749.77
Taxes and fees	\$106.63
Flight total	\$856.40

or from \$84/mo*
with  flexpay [Learn more](#)

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)

SUBTOTAL	\$749.77
TAXES & FEES	\$106.63
TRIP TOTAL	\$856.40

WORLD OF HYATT®

Hyatt Regency McCormick Place Chicago



1 Queen and 1 Double Bed
Tue, Sep 22, 2026 - Sat, Sep 26, 2026
1 Room, 1 Guest
Name 2026 337...

OFFER INCREASE



EARN UP TO \$400 IN HYATT CREDIT

Plus, 5,000 Bonus Points

Price for stay and Hyatt credit may post on separate statements.

Price for stay	\$1,137.79
Statement credit	-\$400.00
Total after Statement Credit	\$737.79

APPLY NOW

Price Summary

Total Cash \$1,137.79

4 Night Stay	\$956.00
Tue, Sep 22	\$239.00
Wed, Sep 23	\$239.00
Thu, Sep 24	\$239.00
Fri, Sep 25	\$239.00

Taxes & Fees	\$181.79
*Changes in taxes or fees will affect the total price.	
Occupancy tax	\$166.25
Ctid trns charge	\$14.34
Dest fee ctid	\$1.20

HIDE PRICE DETAILS

Contact Information

 **Already a member?** Sign In for faster booking, or continue as a guest. [SIGN IN](#)

Prefix (Optional) *** Given / First Name**

-

*** Email**

*** Phone Number**

US +1

☐

Text Me Updates
(Optional)

By turning on the switch, I provide my signature to agree to receive automated texts with info about reservations, offers & promos from Hyatt and its agents to the number I provided. Consent to texts is not a requirement or condition of purchase. Msg & data rates apply. I agree to the [Terms](#) .

Payment Information



U.S. General Services Administration

FY 2026 per diem rates for chicago, Illinois

Primary destination	County	2025 Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Chicago	Cook / Lake	\$223	\$223	\$142	\$142	\$142	\$142	\$234	\$234	\$234	\$202	\$202	\$223



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
Chicago	Cook / Lake	\$92	\$23	\$26	\$38	\$5	\$69.00