LIBERTYVILLE
SCHOOL DISTRICT #70
1381 West Lake Street
Libertyville, IL 60048
Phone: (847) 362-9695
Fax: (847) 362-3003
d70schools.org

# BOARD MEMBER ESTIMATED EXPENSE APPROVAL FORM

Make a copy of this form to fill out and save to your Google Drive: file > make a copy

Please type form, sign and staple supporting documentation.

Submit to the Supeirntendent, who will include this request in the monthly list of bills presented to the School Board.

**Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements.**

Travel from 1/1/23-12/31/23 = $0.655 per mile    Travel from 1/1/24-current = $0.67 per mile

Name: Jennifer Khan    Title/Office: Board President

Name of conference/meeting: 2026 NSPRA Conference

Date(s) of conference/meeting: July 20-22, 2026    Location: New Orleans, LA

Travel Departure Date: July 19, 2026    Travel Return Date: 22-Jul-26

**ESTIMATED EXPENSES**

*Auto Travel Allowance: $0.670 per mile*

| DATE | MILEAGE # OF MILES | MILEAGE AUTO FILLED AMOUNT | LODGING | MEALS Per Diem | | | OTHER ITEM | OTHER COST | DAILY TOTAL |
|---|---|---|---|---|---|---|---|---|---|
| 07/19/26 | | $ - | $ 480.00 | $ 75.00 | | | | | **$ 555.00** |
| 07/20/26 | | $ - | $ 480.00 | $ 75.00 | | | | | **$ 555.00** |
| 07/20/26 | | $ - | $ 480.00 | $ 75.00 | | | | | **$ 555.00** |
| 07/21/26 | | $ - | | $ 75.00 | | | | | **$ 75.00** |
| 01/14/26 | | $ - | | | | | Registration | $ 1,025.00 | **$ 1,025.00** |
| | | $ - | | | | | | | **$ -** |
| | | $ - | | | | | | | **$ -** |
| | | $ - | | | | | | | **$ -** |
| | | | | | | | **Grand Total:** | | **$ 2,765.00** |

Jennifer Khan    8/13/2026

**Submitting Board Member's Signature**    **Date**

8/10/26

**Superintendent Signature** *(if total is below maximum allowable amount)*    **Date**

**School Board Action** *(if total exceeds maximum allowable amount)*

☐ **Approved in full**    ☐ **Approved in Part**    ☐ **Denied**

the leader in school communication
nspra

Bill to:
Rebecca Jenkins
Libertyville D70
Superintendent
1381 Lake Street
Libertyville, IL 60048
United States
School Name/Organization/Company: Libertyville D70

Invoice #: 43323
Invoice Date: 1/14/2026
Invoice Due: 1/14/2026
P.O. #: 3102600009

| Item Description | Rate | QTY | Tax | S&H | Disc. | Total |
|---|---|---|---|---|---|---|
| #50992 - Khan, Jennifer for NSPRA-2026 | $975.00 | 1 | $0.00 | $0.00 | $0.00 | $975.00 |
| #50993 - Cieciwa, James for NSPRA-2026 | $775.00 | 1 | $0.00 | $0.00 | $0.00 | $775.00 |
| #50994 - Jenkins, Rebecca for NSPRA-2026 | $745.00 | 1 | $0.00 | $0.00 | $0.00 | $745.00 |
| Function SUPLUNADD for Registration #50994 | $50.00 | 3 | $0.00 | $0.00 | $0.00 | $150.00 |
| Function SUPLUNINC for Registration #50994 | $0.00 | 1 | $0.00 | $0.00 | $0.00 | $0.00 |
| Credit Card Surcharge | $89.08 | 1 | $0.00 | $0.00 | $0.00 | $89.08 |
| Function SUPLUNADD for Registration #50994 | ($50.00) | 3 | $0.00 | $0.00 | $0.00 | $50.00 |
| Function SUPLUNADD for Registration #50994 | $50.00 | 2 | $0.00 | $0.00 | $0.00 | $100.00 |

NSPRA is a 501(C)(3) nonprofit organization, FEIN 52-6060603

$975 + $50 = $1025

| | |
|---|---|
| **Total Invoice** | **$2,684.08** |
| **Payments** | **$2,634.08** |
| MasterCard ************1552 on 6/10/2026 | $2,634.08 |
| **Balance Due** | **$50.00** |

*PLEASE DETACH AND REMIT WITH YOUR PAYMENT*

Invoice #: 43323
Invoice Date: 1/14/2026
Invoice Due Date: 1/14/2026
Rebecca Jenkins
Libertyville D70
Superintendent
1381 Lake Street
Libertyville, IL 60048
United States
rjenkins@d70schools.org

**Select Payment Method**

☐ Check Enclosed
☐ Credit or Debit Card (a 3% surcharge applies)

Card # __________
Card Expiration __________
Card Verification Code __________
Cardholder Name __________
Signature __________

| | |
|---|---|
| Please Remit Payment To:<br>National School Public Relations Association<br>P.O. Box 1493, Rockville, MD 20849<br><br>Questions? Email us at ar@nspra.org. Thank you for your support! | Amount Due:<br>$50.00<br><br>Amount Enclosed:<br>__________ |

District 70 Web Apps

Katie Coyle <kcoyle@d70schools.org>

# eTicket Itinerary and Receipt for Confirmation L6349F

1 message

**United Airlines** <Receipts@united.com>
To: kcoyle@d70schools.org

Wed, Jul 15, 2026 at 7:47 AM

UNITED

Wed, Jul 15, 2026

## Thank you for choosing **United.**

A receipt of your purchase is shown below. Please retain this email receipt for your records.

Get ready for your trip: Visit the Travel-Ready Center, your one-stop digital assistant, to find out about important travel requirements specific to your trip.

Confirmation Number:

## L6349F

Flight 1 of 2 UA3658

Class: United Economy (H)

Sun, Jul 19, 2026

## 02:05 PM

Chicago, IL, US (ORD)

Sun, Jul 19, 2026

## 04:49 PM

New Orleans, LA, US (MSY)

Flight Operated by REPUBLIC AIRWAYS DBA UNITED EXPRESS.

Flight 2 of 2 UA2179

Class: United Economy (T)

Wed, Jul 22, 2026

## 02:01 PM

New Orleans, LA, US (MSY)

Wed, Jul 22, 2026

## 04:46 PM

Chicago, IL, US (ORD)

Traveler Details

KHAN/JENNIFERL

eTicket number: **0162120970413**

Frequent Flyer: UA-XXXXX968 Member

Seats: ORD-MSY 21D
**MSY-ORD 31E**

Purchase Summary

| | |
|---|---|
| Method of payment:<br>Date of purchase: | **Master Card ending in 1552**<br>**Wed, Jul 15, 2026** |
| Airfare:<br>U.S. Transportation Tax:<br>U.S. Flight Segment Tax:<br>Passenger Civil Aviation Security Service Fee:<br>U.S. Passenger Facility Charge: | **568.86**<br>**42.66**<br>**10.60**<br>**11.20**<br>**9.00** |
| Total Per Passenger: | 642.32 USD |
| **Total:** | **642.32 USD** |

## Fare Rules

Additional charges may apply for changes in addition to any fare rules listed.

NONREF/0VALUAFTDPT

Cancel reservations before the scheduled departure time or TICKET HAS NO VALUE.

## MileagePlus Accrual Details

Jennifer Khan

| Date | Flight | From/To | Award Miles | PQP | PQF |
|---|---|---|---|---|---|
| Sun, Jul 19, 2026 | 3658 | Chicago, IL, US (ORD) to New Orleans, LA, US (MSY) | 1146 | 382 | 1 |
| Wed, Jul 22, 2026 | 2179 | New Orleans, LA, US (MSY) to Chicago, IL, US (ORD) | 561 | 187 | 1 |
| MileagePlus accrual totals: | | | 1707 | 569 | 2 |

## Baggage allowance and charges for this itinerary

| Origin and destination for checked baggage | 1st bag charge | 2nd bag charge | 1st bag weight and dimensions | 2nd bag weight and dimensions |
|---|---|---|---|---|
| Sun, Jul 19, 2026<br>Chicago, IL, US (ORD - O'Hare)<br>to New Orleans, LA, US (MSY) | 50.00 USD | 60.00 USD | 50lbs(23kg) - 62in(157cm) | 50lbs(23kg) - 62in(157cm) |
| Wed, Jul 22, 2026<br>New Orleans, LA, US (MSY)<br>to Chicago, IL, US (ORD - O'Hare) | 50.00 USD | 60.00 USD | 50lbs(23kg) - 62in(157cm) | 50lbs(23kg) - 62in(157cm) |

## Important Information about MileagePlus Earning

Accruals vary based on the terms and conditions of the traveler's frequent flyer program, frequent flyer status, and the selected itinerary. United MileagePlus® mileage accrual is subject to the rules of the MileagePlus program. Once travel has started, accruals will no longer display. You can always view your MileagePlus account for posted accrual.

You can earn up to 75,000 award miles per ticket. The 75,000 award miles cap may be applied to your posted flight activity in an order different than shown. Accrual is only displayed for MileagePlus members who choose to accrue to their MileagePlus account.

## eTicket Reminders

FOUR SEASONS
HOTEL
NEW ORLEANS

Ms. Jennifer Khan
USA

| | |
|---|---|
| Room Number: | 1037 |
| Arrival Date: | 07/19/26 |
| Departure Date: | 07/22/26 |
| Folio Number: | |

**INFORMATION INVOICE**



| Date | Description | Charges | Credits |
|---|---|---|---|
| 07/19/26 | Room Rate | 480.00 | |
| 07/19/26 | Occupancy Fee $2.00 | 2.00 | |
| 07/19/26 | CVB Fee 2.5% | 12.00 | |
| 07/19/26 | Sales Tax 10.000% | 48.00 | |
| 07/19/26 | City Tax 5.0% | 24.00 | |
| 07/20/26 | Room Rate | 510.00 | |
| 07/20/26 | Occupancy Fee $2.00 | 2.00 | |
| 07/20/26 | CVB Fee 2.5% | 12.75 | |
| 07/20/26 | Sales Tax 10.000% | 51.00 | |
| 07/20/26 | City Tax 5.0% | 25.50 | |
| 07/21/26 | Room Rate | 485.00 | |
| 07/21/26 | Occupancy Fee $2.00 | 2.00 | |
| 07/21/26 | CVB Fee 2.5% | 12.13 | |
| 07/21/26 | Sales Tax 10.000% | 48.50 | |
| 07/21/26 | City Tax 5.0% | 24.25 | |
| | **Total** | **1,739.13** | **0.00** |
| | **Balance** | **1,739.13** | |

Signature: ____________________________