

LIBERTYVILLE SCHOOL DISTRICT 70

LIBERTYVILLE, IL 60048

- Adler Park School • Butterfield School • Copeland Manor School •
• Rockland School • Highland Middle School •

School Board

Board Member Estimated Expense Approval Form

Submit to the Superintendent, 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.** Please print.

Name Angela Balanag Title/Office Board of Education Member
 Travel Destination NSBA Conf. Orlando, FLA Purpose Professional Development
 Departure Date 3/30/23 Return Date 4/2/23

- Estimated Expenses Approval Requested** (50 ILCS 150/20)
 Purchase Order Requested Purchase Order #: _____
 Expense Advancement Voucher Requested (105 ILCS 5/10-22.32) Amount: _____

Estimated Expense Report										
Auto Travel Allowance: _____ per mile										
Date	Mileage		Comm. Travel Expenses	Lodging	Meals			Other Item	Cost	Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner			
3/30	-	-	-	-	-	-	-	Registration	725.00	725.00
3/30			991.96							991.96
			↓	317.01						317.01
3/31				317.01						317.01
4/1				317.01						317.01
4/2			↓							
Total										\$2667.99

 Submitting Board Member's Signature

3/14/23
 Date

 Superintendent Signature

 Date

School Board Action (*exceeds maximum allowable amount*):
 Approved **Denied**
 Approved in Part



Rose Bourgeois <rbourgeois@d70schools.org>

Fwd: NSBA 2023 Registration and Housing Confirmation

1 message

Mindy Bradford <mbradford@d70schools.org>
To: Rose Bourgeois <rbourgeois@d70schools.org>

Mon, Mar 6, 2023 at 3:37 PM

----- Forwarded message -----
From: <noreply@cmrus.com>
Date: Mon, Mar 6, 2023 at 2:31 PM
Subject: NSBA 2023 Registration and Housing Confirmation
To: <mbradford@d70schools.org>



Angela Balanag,

We are delighted you will be joining us for the NSBA 2023 Annual Conference and Exposition this year. The Annual Conference will take place April 1 - 3, 2023. Share that you're attending! Social media is an aspect of networking and collaboration. We want to help connect you with your peers before the conference. Get your social media badges here.

Registration Cancellations, Substitutions, and Refunds

NSBA accepts only written cancellations and substitutions submitted to the NSBA Registration and Hotel Support Center or via Fax at (415) 216-2535. Cancellations for registrations received on or before February 16, 2023, will receive a refund less a \$150 processing fee. There are no refunds for cancellations received on or after February 17, 2023. Registrants can expect a refund within one week of submitting their request. NSBA is not responsible for other costs incurred by participants in the event of program or registration cancellation.

Registrant Information

Angela Balanag

803 E. Glendale Rd.
Libertyville, IL 60048
abalanag@d70schools.org

Hotel Reservation Summary -- 55857715

Hotel Name:	Hyatt Regency Orlando
Hotel Address:	9801 International Drive Orlando, FL 32819
Arrival Date:	Thursday, 3/30/2023
Departure Date:	Sunday, 4/2/2023
# of Nights:	3
Hotel Early Departure Fee:	1 Night Room & Tax USD

Room Type: 1 King or 2 Queen Beds

Occupancy: Single - 1 Adult

Special Requests:

Rate: \$279

Applicable Hotel Tax: 13.625%

Additional Fees:

Estimated Room + Tax Total: \$951.03

Deposit Policy: Credit card required for guarantee at time of booking. An optional check for one night's room & tax made payable to CMR may be provided by no later than May 3, 2023. CMR/NSBA Housing never charges credit cards.

Guaranteed By: MasterCard [REDACTED]

Cancellation Policy: Cancellations made after 3/10/2010 will result in forfeiture of deposit.

No Show Policy: If you fail to check-in on the scheduled date of arrival your credit card will be charged in the amount of one night's room and tax or your check deposit will be forfeited. Your reservation will also be canceled for the remainder of the stay.

Remarks: Optional Resort Fee if accepted upon check-in. This is not required of NSBA attendees, and should not be charged if guest has not approved:
Fitness center access
10% discount off spa treatments and merchandise
I-Ride Trolley Tickets, 2 daily
Free local and toll free calls
2 Bottled waters per day

To Change or Cancel Your Hotel Reservation:

The quickest way to make changes or cancel your reservation is by logging in to the Registration and Housing Site and selecting 'Edit Reservation'.

If you need additional assistance, please contact us by sending us a message through the NSBA Registration and Hotel Support Center, or by giving us a call.

DO NOT CALL THE HOTEL DIRECTLY FOR CHANGES OR CANCELLATIONS UNTIL MARCH 21, 2023.

Note: If you are using a credit card for your deposit, please note that the hotel may charge your credit card for one night's room rate + tax prior to your arrival. You will be required to provide a form of payment for your stay upon check-in.

Failure to check in on your scheduled date of arrival or failure to abide by the stated cancellation policy may result in the loss of your entire reservation and may be subject to a cancellation penalty, no show penalty, or loss of your room deposit.

IMPORTANT CONFERENCE REGISTRATION PAYMENT INFORMATION

Purchase orders including payment may be sent via the following modes:

Secure Fax: (415) 216-2535

Email: Submitting Purchase Order / Payment

Mail check to:
National School Boards Association
PO Box 1807
Merrifield, VA 22116-8007

IMPORTANT HOTEL PAYMENT INFORMATION

Purchase orders are not accepted for hotel payment.

Housing and Registration payments must be made separately. Visit the support center for complete hotel payment instructions.

Need Help?

Visit the NSBA Registration and Hotel Support Center

Toll Free U.S. & Canada: (800) 616-8210

Outside U.S. & Canada: (415) 979-2264

Fax: (415) 216-2535

District 70 Mission: Empower student growth and achievement through equitable, challenging opportunities that promote excellence, innovation, critical thinking, and respect.