



LIBERTYVILLE
SCHOOL DISTRICT #70

1331 West Lake Street
Libertyville, IL 60048
Phone: (847) 362-3625
Fax: (847) 362-3003
d70schools.org

BOARD MEMBER EXPENSE REIMBURSEMENT REQUEST 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 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.

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 7/19/2026

Travel Return Date 3/15/2026

☒ Receipts Attached

☐ Approved Expense Advancement Voucher attached, if applicable

ACTUAL EXPENSES									
Auto Travel Allowance: \$0.670 per mile									
DATE	MILEAGE		LODGING	MEALS			OTHER		DAILY TOTAL
	# OF MILES	AUTO FILLED AMOUNT		BREAKFAST	LUNCH	DINNER	ITEM	COST	
01/14/26		\$ -					Reg	\$ 1,025.00	\$ 1,025.00
07/19/26	25.9	\$ 17.35	\$ 566.00	\$ 10.74	\$ 19.52		Cab	\$ 40.00	\$ 653.61
07/20/26		\$ -	\$ 601.25						\$ 601.25
07/21/26		\$ -	\$ 571.88	\$ 10.73					\$ 582.61
07/21/26	27.6	\$ 18.49							\$ 18.49
		\$ -					Airfare	\$ 642.32	\$ 642.32
		\$ -							\$ -
		\$ -							\$ -
								Subtotal	\$ 3,523.29
								- Advances	\$3,406.45
Reimbursable Amount (negative amount indicates refund due from employee)									\$116.84

Jennifer Khan

Submitting Board Member's Signature

9/28/2026

Date

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



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 - Ciecwa, 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:
National School Public Relations Association
P.O. Box 1493, Rockville, MD 20849

Amount Due:
\$50.00

Amount Enclosed:

Questions? Email us at ar@nspra.org. Thank you for your support!

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



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

Sun, Jul 19, 2026

02:05 PM

04:49 PM

Chicago, IL, US (ORD)

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

Wed, Jul 22, 2026

02:01 PM

04:46 PM

New Orleans, LA, US (MSY)

Chicago, IL, US (ORD)

Traveler Details

KHAN/JENNIFER L

eTicket number: **0162120970413**

Frequent Flyer: UA-XXXXX968 Member

Seats: ORD-MSY 21D

MSY-ORD 31E

Purchase Summary

Method of payment:
Date of purchase:

Master Card ending in 1552
Wed, Jul 15, 2026

Airfare:	568.86
U.S. Transportation Tax:	42.66
U.S. Flight Segment Tax:	10.60
Passenger Civil Aviation Security Service Fee:	11.20
U.S. Passenger Facility Charge:	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 Chicago, IL, US (ORD - O'Hare) to New Orleans, LA, US (MSY)	50.00 USD	60.00 USD	50lbs(23kg) - 62in(157cm)	50lbs(23kg) - 62in(157cm)
Wed, Jul 22, 2026 New Orleans, LA, US (MSY) 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

212 Harding Ave
Libertyville, IL 60048

 This route has tolls.

Get on I-94 E from IL-176 E

9 min (3.5 mi)

- ↑ 1. Head toward Willow Ave
197 ft
- ↩ 2. Turn left onto Willow Ave
322 ft
- ↪ 3. Turn right onto N Butterfield Rd/Cty W11
256 ft
- ↩ 4. Turn left onto IL-176 E/W Park Ave
 Continue to follow IL-176 E
3.1 mi
- ↗ 5. Turn left to merge onto I-94 E toward Indiana
 Toll road
0.3 mi

Follow I-94 E and I-294 S to I-190 W in Chicago

21 min (22.3 mi)

- ↗ 6. Merge onto I-94 E
 Toll road
9.1 mi
- ↪ 7. Keep right to continue on I-294 S, follow signs
for Indiana - O'Hare
 Toll road
12.2 mi
- ↪ 8. Take exit 40A to merge onto I-190 W toward O'
Hare
1.0 mi

Chicago O'Hare International Airport
10000 W O'Hare Ave, Chicago, IL 60666

Chicago O'Hare International Airport  This route has tolls.
10000 W O'Hare Ave, Chicago, IL
60666

Get on I-190 E

2 min (0.8 mi)

- ↑ 1. Head southwest on I-190 W
348 ft
- ↷ 2. Take the Bessie Coleman Dr exit toward Airport
Terminal 5/A.R.F.F. Staging Area D
0.4 mi
- ↷ 3. Turn right onto Bessie Coleman Dr
0.2 mi
- ↗ 4. Use the right lane to merge onto I-190 E via the
ramp to Airport Terminal 5/I-90/I-294/Chicago
0.2 mi

Follow I-294 N and I-94 W to IL-176 W/W Rockland Rd in Libertyville Township. Take exit 16 from I-94 W

22 min (23.3 mi)

- ↗ 5. Merge onto I-190 E
1.0 mi
- ↷ 6. Take exit 1C for Tollway/I-294 N toward
Milwaukee
 Toll road
0.5 mi
- ↗ 7. Merge onto I-294 N
 Toll road
13.0 mi
- ↑ 8. Continue onto I-94 W
 Toll road
8.6 mi
- ↷ 9. Take exit 16 for IL-176/Rockland Rd
 Toll road
0.2 mi

Follow IL-176 W to Harding Ave in Libertyville

9 min (3.5 mi)

- ↷ 10. Turn right onto IL-176 W/W Rockland Rd
 Continue to follow IL-176 W
3.4 mi



Ms. Jennifer Khan
USA

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

INFORMATION INVOICE

Page No: 1 of 1

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: _____

< Accounts



Concora Credit Mastercard ●●●● ●●●● 1413

Transactions

Statements

All Transactions



Jul 19, 2026

Posted

HUDSONNEWS ST866 DES \$10.74
PLAINES IL

Jul 19, 2026

Posted

PAT O BRIENS LOUNGE NEW \$30.00
ORLEANS LA

Jul 19, 2026

Posted

TST* EPIC BURGER - LAK LAKE \$77.94
BLUFF IL

Jul 19, 2026

Posted

AUNTIE ANNES-O'HARE \$19.52
CHICAGO IL

Jul 19, 2026

Posted

EXXON S AND S ENERGY I \$40.00



Summary



Transactions



Payments



My Account



Cafe Beignet (Decatur)
600 Decatur St Ste 310
New Orleans, LA 70130

Opened: 07/21/2026 10:34 am
Closed: 07/21/2026 10:36 am
Order: 441831 Check: 1
Order Type: Dine In
Name: 98
Server: AM

1 Coffee Chicory Can - Cafe Beignet Label	15.99
1 Beignets	4.99
1 Iced Mocha	5.74
1 Pecans (bag)	13.00

Subtotal	39.70
Retail Tax	3.07
Sales Tax	1.18

Total	44.95
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Visa /cc (582144)	44.95
Tip:	8.14
Total with Tip:	53.09

Balance Due 0.00

Customer copy

Thank You!

**PASSENGER'S RECEIPT
TAXICAB FARE**

Telephone # _____

CAB COMPANY _____

From air port to hotel
CPNC # _____

_____, 20____
Date

Amount of Fare \$ _____

Other Charges \$ _____

Total..... \$ 40.00

Driver's Name _____