



# LIBERTYVILLE SCHOOL DISTRICT #70

1381 West Lake Street  
Libertyville, IL 60048  
Phone: (847) 362-9695  
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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 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 Brian Lawton Board Member

Name of conference/meeting 2026 Joint Annual Conference

Date(s) of conference/meeting November 20 - 22, 2026 Chicago, IL

Travel Departure Date 11/19/2026 11/22/2026

### ESTIMATED EXPENSES

Auto Travel Allowance: \$0.670 per mile

| DATE         | MILEAGE       |                          | LODGING   | MEALS<br>Per Diem | OTHER        |           | DAILY<br>TOTAL |
|--------------|---------------|--------------------------|-----------|-------------------|--------------|-----------|----------------|
|              | # OF<br>MILES | AUTO<br>FILLED<br>AMOUNT |           |                   | ITEM         | COST      |                |
| 06/01/26     |               | \$ -                     |           |                   | Registration | \$ 560.00 | \$ 560.00      |
| 11/19/26     | 40.2          | \$ 26.93                 | \$ 248.00 | \$ 75.00          | Parking      | \$ 79.00  | \$ 428.93      |
| 11/20/26     |               | \$ -                     | \$ 248.00 | \$ 75.00          | Parking      | \$ 79.00  | \$ 402.00      |
| 11/21/26     |               | \$ -                     | \$ 248.00 | \$ 75.00          | Parking      | \$ 79.00  | \$ 402.00      |
| 11/22/26     | 40.2          | \$ 26.93                 |           | \$ 75.00          |              |           | \$ 101.93      |
|              |               | \$ -                     |           |                   |              |           | \$ -           |
|              |               | \$ -                     |           |                   |              |           | \$ -           |
|              |               | \$ -                     |           |                   |              |           | \$ -           |
| Grand Total: |               |                          |           |                   |              |           | \$ 1,894.87    |

*Brian Lawton*

Submitting Board Member's Signature

10/19/2026

Date

Superintendent Signature (if total is below maximum allowable amount)

Date

School Board Action (if total exceeds maximum allowable amount)

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Approved in full

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Denied