



LIBERTYVILLE SCHOOL DISTRICT #70

1381 West Lake Street
Libertyville, IL 60048
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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 2025 Joint Annual Conference

Date(s) of conference/meeting November 21-23, 2025 Location Chicago, IL

Travel Departure Date 11/20/2025 Travel Return Date 11/23/2025

☒ 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	
06/03/25							Registration	\$ 540.00	\$ 540.00
11/20/25	39.9	\$ 26.73	\$ 282.93				Parking	\$ 70.00	\$ 379.66
11/21/25		\$ -	\$ 282.93				Parking	\$ 70.00	\$ 352.93
11/22/25		\$ -	\$ 282.93			\$ 46.61	Parking	\$ 70.00	\$ 399.54
11/23/25	40.2	\$ 26.93							\$ 26.93
		\$ -							\$ -
		\$ -							\$ -
		\$ -							\$ -
								Subtotal	\$ 1,699.07
								- Advances	\$1,598.79
Reimbursable Amount (negative amount indicates refund due from employee)									\$100.28

Jennifer Khan

11/15/2025

Submitting Board Member's Signature

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