



LIBERTYVILLE  
SCHOOL DISTRICT #70

1301 West Lake Street  
Libertyville, IL 60048  
Phone: (847) 362-9695  
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 COSSBA National Conference

Date(s) of conference/meeting March 20-23, 2025

Location Atlanta, GA

Travel Departure Date 3/20/2025

Travel Return Date 3/23/2025

☒ 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	
03/20/25	26.0	\$ 17.42	\$ 321.08	\$ 10.76	\$ 32.99	\$ 32.00	Airfare	\$ 516.77	\$ 931.02
03/21/25		\$ -	\$ 296.08				Cash Tips	\$ 20.00	\$ 316.08
03/22/25		\$ -	\$ 296.08		\$ 12.52	\$ 21.08			\$ 329.68
03/23/25		\$ -		\$ 16.88			Credit	\$ (95.13)	\$ (78.25)
		\$ -					Conferen	\$ 950.00	\$ 950.00
		\$ -							\$ -
		\$ -							\$ -
		\$ -							\$ -
							Subtotal	\$ 2,448.53	
							- Advances	\$2,396.14	
Reimbursable Amount (negative amount indicates refund due from employee)									\$52.39

Jennifer Khan  
Submitting Board Member's Signature

4/17/2025  
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

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 south on Harding Ave toward Willow Ave  
194 ft
- ↩ 2. Turn left at the 1st cross street onto Willow Ave  
325 ft
- ↷ 3. Turn right at the 1st cross street onto N  
Butterfield Rd/Cty W11  
256 ft
- ↩ 4. Turn left at the 1st cross street 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

20 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 for I-190 W toward O' Hare  
▲ Toll road  
0.6 mi
- ⤴ 9. Continue onto I-190 W  
0.4 mi

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



## Receipt: 2025 COSSBA National Conference

**Payment Status:** Paid  
**Registration ID:** REGRJVKB1AN  
**Registration Date:** November 11, 2024

**Receipt ID:** 2025NATIONALCONFERENCE-RJVKB1AN  
**Issue Date:** November 12, 2024

Katie Coyle  
Illinois, Illinois Association of School Boards  
kcoyle@d70schools.org

1381 Lake Street  
Libertyville, Illinois  
60048, United States

Item	Owner	Download / Status	USD
Early Bird COSSBA National Conference Registration + Preconference Day	Brian Lawton	<a href="#">PUR91LOSQZA</a>	950.00
Early Bird COSSBA National Conference Registration + Preconference Day	Jennifer Khan	<a href="#">PURUP7XIXP8</a>	950.00
Early Bird COSSBA National Conference Registration + Preconference Day	Rebecca Jenkins	<a href="#">PURS750ESEH</a>	950.00
Early Bird COSSBA National Conference Registration + Preconference Day	Wendy Schilling	<a href="#">PUR787WG3LT</a>	950.00
<b>Total</b>			3,800.00
<b>Amount Paid</b>			3,800.00
<b>Amount Refunded</b>			-0.00
<b>Amount Due</b>			0.00

Payment	Date	Status	Transaction ID	USD
CCARD	November 12, 2024	Verified	ch_3QK01aFsceQy5xPi0ELnCZOy	3,800.00

If payment is being made by check, please make the check payable to **COSSBA**. Checks should be sent to:

COSSBA  
Post Office Box 55026  
Lexington, Kentucky 40555

**ACH Payment:**  
Chase Bank  
ABA-322271627  
Account Number-962583982



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## Your United Airlines booking confirmation – JQ8Z7C

1 message

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

Tue, Feb 11, 2025 at 12:37 PM



# Thanks JENNIFER for choosing United!

## Confirmation number: JQ8Z7C

You'll receive a second email with your receipt once we're done processing your reservation. If you don't receive your receipt with 24 hours, contact us .

[Manage my trip](#)



We were unable to assign some or all of your seats. Please visit [Manage Reservations](#) to try selecting seats again.

## New purchase summary

Fare (new trip)	\$421.64
Taxes and fees difference	\$0.00
Original trip	-\$516.77



Change fee

No fee

**Total amount paid**

**\$0.00**

**Total credit**

**\$95.13**

### **Future flight credit details**

Jennifer Khan

**\$95.13**

An email with your future flight credit details, including how to use your credit or check your credit balance, will be sent to [kcoyle@d70schools.org](mailto:kcoyle@d70schools.org) [Learn more about travel credits](#)

## **Flight to Atlanta**

**Mar 20, 2025**

Nonstop

**7:30 AM**

**10:31 AM**

**ORD**

2h 1m

**ATL**

Chicago, IL, US

Atlanta, GA, US

#### **FLIGHT INFO**

Duration: 2h 1m

UA 275

Airbus A319

United Economy

# Flight to Chicago

Mar 23, 2025

Nonstop

3:35 PM

4:52 PM

ATL

2h 17m

ORD

Atlanta, GA, US

Chicago, IL, US

FLIGHT INFO

Duration: 2h 17m  
UA 225  
Airbus A320  
United Economy

## Travelers

Jennifer Khan

Frequent flyer: UA-\*\*\*\*968

Seats:  
ORD to ATL: 31C  
ATL to ORD: --

## Calculate bag charges

FLIGHT	FIRST BAG	SECOND BAG	WEIGHT PER BAG
Chicago, IL, US (ORD - O'Hare) to Atlanta, GA, US (ATL) March 20, 2025	\$40/per traveler	\$50/per traveler	50 (23kg)



HILTON ATLANTA  
255 COURTLAND ST NE  
ATLANTA, GA 30303  
United States of America  
TELEPHONE 404-659-2000 • FAX 4042222967  
Reservations  
www.hilton.com or 1 800 HILTONS

KHAN, JENNIFER  
  
LIBERTYVILLE  
  
LIBERTYVILLE IL 60048  
UNITED STATES OF AMERICA

Room No: 2210/K1  
Arrival Date: 3/20/2025 12:15:00 PM  
Departure Date: 3/23/2025 9:48:00 AM  
Adult/Child: 1/0  
Cashier ID: MROSS  
Room Rate: 249.00  
AL:  
HH # 1616933253 BLUE  
VAT #  
Folio No/Che 3969376 A

Confirmation Number: 3162718455

HILTON ATLANTA 3/23/2025 9:48:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
3/20/2025	EARLY ARRIVAL OPPORTUNITY IHC3154	HAMCOM	19024631	\$25.00		
3/20/2025	GUEST ROOM	THERESA C	19026043	\$249.00		
3/20/2025	STATE ROOM TAX	THERESA C	19026043	\$22.16		
3/20/2025	OCCUPANCY TAX	THERESA C	19026043	\$19.92		
3/20/2025	STATE HOTEL MOTEL FEE	THERESA C	19026043	\$5.00		
3/21/2025	GUEST ROOM	THERESA C	19028706	\$249.00		
3/21/2025	STATE ROOM TAX	THERESA C	19028706	\$22.16		
3/21/2025	OCCUPANCY TAX	THERESA C	19028706	\$19.92		
3/21/2025	STATE HOTEL MOTEL FEE	THERESA C	19028706	\$5.00		
3/22/2025	GUEST ROOM	THERESA C	19031244	\$249.00		
3/22/2025	STATE ROOM TAX	THERESA C	19031244	\$22.16		
3/22/2025	OCCUPANCY TAX	THERESA C	19031244	\$19.92		
3/22/2025	STATE HOTEL MOTEL FEE	THERESA C	19031244	\$5.00		
3/23/2025	MC *4285	MROSS	19032366		(\$913.24)	
**BALANCE**						\$0.00

Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 6,500+ hotels and resorts in 119 countries, please visit Honors.com

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CREDIT CARD DETAIL

APPR CODE	24907Q	MERCHANT ID	000100682400
CARD NUMBER	MC *4285	EXP DATE	09/28
TRANSACTION ID	19032366	TRANS TYPE	Sale





Atlantucky Brewing  
170 Northside Dr. SW Ste. 96  
Atlanta, GA 30313

ANGIE

Tb1 ORDER Chk 086012 Gst 1  
Jennifer Khan  
03/20/25 07:19PM

<del>1 castleberry pils (12z)</del>	<del>5.00</del>
<del>1 The Bluff American (12z)</del>	<del>5.00</del>
<del>1 Derby Saison (12z)</del>	<del>5.00</del>
1 The Humdinger (16)	25.00
<del>1 The Bluff American (12z)</del>	<del>5.00</del>

SUBTOTAL	46.00
TAX	4.10

TOTAL	50.10
THANK YOU!	10.02

08:38PM PAID

VISA xxxx-xxxx-xxxx-7778  
Khan/Jennifer

+Tip = \$32

THANK YOU FOR VISITING



Check: 585578

Table:

M

HILTON ATLANTA DOWNTOWN  
Southern Elements  
255 Courtland St NE  
Atlanta, GA 30303

3/20/2025 13:26

Check: 632269      Table: 4  
Server: IMMACULA      Guests: 1

SE Regular Check

Seat#: 2

1 BoarsHead Rueben	22.00
1 Unsweet Tea	4.00

Subtotal	26.00
Gratuity	4.68
Tax	2.31
Total	32.99

✓ An 18% gratuity has been  
added to the check

ADDITIONAL TIP: \_\_\_\_\_

TOTAL CHARGE: \_\_\_\_\_

ROOM#: \_\_\_\_\_

X  
PRINT GUEST NAME

X  
GUEST SIGNATURE



**ORD - Galileo Bar  
(152-7)**

ORD, Terminal 1  
Concourse B, 10000 W  
Balmoral Ave, Chicago, IL  
60666, USA

2025-03-20 06:28:45 AM

TRX #QWYGHGRKHD1QP - Sale  
2324-1782-161830

Item	Price
WTR Smart 700m	\$5.84
<i>Fee: Bottled Water Fee (+\$0.05)</i>	
Gum Orbt Sprmnt	\$3.79
Sub Total	\$9.63
Taxes	\$1.13
<b>Total</b>	<b>\$10.76</b>

\*\*\*\*\* PURCHASE \*\*\*\*\*  
APPROVED

Total: \$10.76

Card Type: VISA  
Card Entry: Contactless  
Acct #: \*\*\*\*\*7778  
Approval Code: S16018  
Trans Id: 507900017941

\*\*\*\*\* EMV PURCHASE \*\*\*\*\*  
App Label: VISA CREDIT  
Mode: Issuer  
AID: A0000000031010  
TVR: 0000000000  
IAD: 06011203A00000  
TSI:  
ARC: 00  
AC: 570CA14969C6A291  
CVM:



M

HILTON ATLANTA DOWNTOWN  
Marketplace  
255 Courtland St NE  
Atlanta, GA 30303

3/22/2025 19:04

Check: 672862  
Server: Ragene  
Table:  
Guests: 1

Regular Check  
1 Cheese pizza comb 14.00  
1 Evian 1L 6.50  
079296000078

Subtotal 20.50  
Tax 0.58  
Total 21.08

Payments

Visa  
XXXXXXXXXX7778  
CARDHOLDER/VISA  
21.08

C/M: Signature  
Entry Mode: Contactless  
Auth Mode: Issuer  
TC: E0B1DF4E906F5A75  
TVR: 0000000000  
IAD: 06011203400000  
ARC: 00

Total Payments 21.08  
Remaining Balance 0.00  
Check Fully Authorized

TIP:



M

M

HILTON ATLANTA DOWNTOWN  
Marketplace  
255 Courtland St NE  
Atlanta, GA 30303

3/22/2025 15:48

Check: 585457      Table:  
Server: Ragene      Guests: 0

Regular Check  
1 BodyArmor Edge      5.00  
810113830148  
1 Evian 1L      6.50  
079298000078

Subtotal      11.50  
Tax      1.02  
Total      12.52

Cash      20.00  
Change      7.48

GRAND TOTAL      12.52

T58 C5911 3/22/2025 15:48

TIP: \_\_\_\_\_

TOTAL CHARGE: \_\_\_\_\_

ROOM#: \_\_\_\_\_

X  
PRINT GUEST NAME \_\_\_\_\_



M

HILTON ATLANTA DOWNTOWN  
Marketplace  
255 Courtland St NE  
Atlanta, GA 30303

3/25/2025 10:17

Check: 673100      Table:  
Server: Aanyah      Guests: 1

Regular Check  
1 Brkfst Sandwich      8.00  
1 Shroomie Coffee      7.50

Subtotal      15.50  
Tax      1.38  
Total      16.88

Payments

16.88

Visa

XXXXXXXXXX7776  
CARDHOLDER/VISA

VISA CREDIT

C/M: Signature  
Entry Mode: Contactless

Auth Mode: Issuer

TC: B791266368C5E8EA

TVR: 0000000000

TAD: 06011203A00000

ARC: 00

Total Payments      16.88

Remaining Balance      0.00

Check Fully Authorized

TIP:

TOTAL CHARGE