



LIBERTYVILLE
SCHOOL DISTRICT #70

1381 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 Wendy Schilling Title/Office Board Member

Name of conference/meeting 2024 Joint Conference

Date(s) of conference/meeting 11/22/2024 - 11/24/2024 Location Chicago, IL

Travel Departure Date 11/22/2024 Travel Return Date 11/24/2024

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	
11/22/24		\$ -					Metra	\$ 13.50	\$ 13.50
11/22/24		\$ -					Metra	\$ 6.50	\$ 6.50
11/23/24		\$ -	\$ 412.08						\$ 412.08
		\$ -					Conference Registration		\$ 545.00
11/23/24	39.0	\$ 26.13							\$ 26.13
11/24/24	39.0	\$ 26.13							\$ 26.13
11/23/24		\$ -					parking	\$ 31.00	\$ 31.00
		\$ -					parking	\$ 98.00	\$ 98.00
total from page 2									\$ 71.42
Subtotal									\$ 1,229.76
- Advances									\$957.08
Reimbursable Amount (negative amount indicates refund due from employee)									\$272.68

Wendy Schilling 12/4/24

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**



**LIBERTYVILLE
SCHOOL DISTRICT #70**

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DATE	MILEAGE		LODGING	MEALS			OTHER		DAILY TOTAL
	# OF MILES	AUTO FILLED AMOUNT		BREAKFAST	LUNCH	DINNER	ITEM	COST	
11/22/24		\$ -					Lyft	\$ 19.54	\$ 19.54
11/22/24		\$ -					Lyft	\$ 22.08	\$ 22.08
11/23/24		\$ -					Lyft	\$ 29.80	\$ 29.80
		\$ -							\$ -
		\$ -							\$ -
		\$ -							\$ -
		\$ -							\$ -
								Subtotal	\$ 71.42
								- Advances	
Reimbursable Amount (negative amount indicates refund due from employee)									\$71.42



Katie Coyle <kcoyle@d70schools.org>

Confirmation of 241664

1 message

info@iasb.com <info@iasb.com>
To: kcoyle@d70schools.org

Tue, Oct 22, 2024 at 8:47 AM



This message is to confirm the receipt of your recent order.

For questions regarding this order, please email us at registrar@iasb.com

Customer's Name:	Katie Coyle
Date:	10/22/2024
Billing Address:	Libertyville SD 70 1381 Lake St Libertyville, IL 60048-1729

Payment Code: 241664 Transaction Date: 10/22/2024 12:00:00 AM

Invoice Notes:

Total: 561.35

Payment Amount: 561.35

Balance: 0.00

Authorization:

Reference Number: 8476902426406844

Bill to: Libertyville SD 70
1381 Lake St
Libertyville, IL 60048-1729

Payment Method: Mastercard

Customer	Qty	Item	Price	Discount	Taxes	Shipping	Sub-Total	Paid	Balance
Schilling Wendy	1.0000	Joint Annual Conference Registration 2024	545.00	0.00	0.00	0.00	545.00	545.00	0.00
Coyle Katie	1.0000	Credit Card Fee	16.35	0.00	0.00	0.00	16.35	16.35	0.00

Lighting the Way to Excellence in School Governance

Illinois Association of School Boards

2921 Baker Drive, Springfield, Illinois 62703-5929 | Phone: (217) 528-9688
One Imperial Place, 1 East 22nd Street, Suite 310, Lombard, Illinois 60148-6159 | Phone: (630) 629-3776

1315 JENKINS/REBECCA 351.00 11/24/24 12:50 27060
 ROOM NAME RATE DEPART TIME ACCT#
 STEX 3680 TAMARACK CIR 11/22/24 07:40
 TYPE CRYSTAL LAKE IL 600122138 ARRIVE TIME
 25

ROOM ADDRESS MCXXXXXXXXXXXX2455 MBV#: XXXXX4848
 CLERK PAYMENT

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
11/22	ROOM 1315, 1	275.00		
11/22	ROOM TAX 1315, 1	32.73		
11/22	CITYTAX 1315, 1	12.38		
11/22	CNTY TAX 1315, 1	2.75		
11/23	ROOM 1315, 1	351.00		
11/23	ROOM TAX 1315, 1	41.77		
11/23	CITYTAX 1315, 1	15.80		
11/23	CNTY TAX 1315, 1	3.51		
11/24	CCARD-MC		734.94	
	PAYMENT RECEIVED BY: MASTERCARD XXXXXXXXXXXXX2455			.00

===== EXP. REPORT SUMMARY =====

11/22	ROOM	275.00	
	ROOM TAX	32.73	
	CITYTAX	12.38	
	CNTY TAX	2.75	
11/23	ROOM	351.00	
	ROOM TAX	41.77	
	CITYTAX	15.80	
	CNTY TAX	3.51	

See our "Privacy & Cookie Statement" on [Marriott.com](https://www.marriott.com)

Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy Account Statement for updated activity. See members.marriott.com for new Marriott Bonvoy benefits.

Residence INN RESIDENCE INN CHICAGO MAG MILE
 BY MARRIOTT 101 EAST ERIE STREET
 CHICAGO IL 60611
 P:312-877-5060

Take the comfort of the Residence Inn sleep experience home. Visit Residence Inn's official retail store.

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X




500 Fairlawn Ave, Libertyville, IL 60048 to Drive 38.6 miles, 1 hr 5 min
Residence Inn Chicago Downtown Magnificent Mile, 101 E Erie St,
Chicago, IL 60611

500 Fairlawn Ave
Libertyville, IL 60048

 This route has tolls.




Get on I-94 E in Mettawa from IL-21/S Milwaukee Ave and
IL-60 E/E Townline Rd

11 min (5.1 mi)

- ↑ 1. Head northeast on Fairlawn Ave toward Garfield Ave
135 ft
- ↪ 2. Turn right onto Garfield Ave
0.3 mi
- ↶ 3. Turn left onto W Golf Rd
0.3 mi
- ↪ 4. Turn right onto IL-21/S Milwaukee Ave
2.0 mi
- ↶ 5. Use the left 2 lanes to turn left onto IL-60 E/E Townline Rd
2.1 mi
- ⤴ 6. Use the right lane to merge onto I-94 E via the ramp to Indiana
 Toll road
0.3 mi

Drive from I-294 S and I-90 E to Chicago. Take exit 50B from
I-90 E

41 min (32.1 mi)

- ⤴ 7. Merge onto I-94 E
 Toll road
5.9 mi
- ↪ 8. Keep right to continue on I-294 S, follow signs for Indiana - O'Hare
 Toll road
11.8 mi
- ↪ 9. Use the right 2 lanes to take exit 40 B to merge onto I-90 E toward Kennedy Expy/Chicago
 Toll road
14.0 mi
- ↪ 10. Use the right 2 lanes to take exit 50B toward E Ohio St
0.4 mi



500 Fairlawn Ave, Libertyville, IL 60048 to Drive 38.6 miles, 1 hr 5 min
Residence Inn Chicago Downtown Magnificent Mile, 101 E Erie St,
Chicago, IL 60611

500 Fairlawn Ave
Libertyville, IL 60048

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▲ Toll road
14.0 mi
- ↪ 10. Use the right 2 lanes to take exit 50B toward E Ohio St
0.4 mi

Continue on W Ohio St. Drive to W Erie St

- ↑ 11. Continue onto W Ohio St 6 min (1.4 mi)
- ↶ 12. Turn left onto N Dearborn St/N Dearborn Pkwy 1.0 mi
- ↷ 13. Turn right onto W Erie St 0.1 mi
- **📍 Destination will be on the right** 0.2 mi

Residence Inn Chicago Downtown Magnificent Mile

101 E Erie St Chicago IL 60611



Katie Coyle <kcoyle@d70schools.org>

Fwd: Fw: Your ride with Sunil on November 23

1 message

Wendy Schilling <wschilling@d70schools.org>

Wed, Dec 4, 2024 at 8:19 PM

To: Katie Coyle <kcoyle@d70schools.org>

----- Forwarded message -----

From: **Wendy Schilling** <wmschilling@outlook.com>

Date: Wed, Dec 4, 2024 at 8:17 PM

Subject: Fw: Your ride with Sunil on November 23

To: Wendy Schilling <wschilling@d70schools.org>

From: no-reply@lyftmail.com <no-reply@lyftmail.com> on behalf of Lyft Receipts <no-reply@lyftmail.com>

Sent: Wednesday, December 4, 2024 8:16 PM

To: wmschilling@outlook.com <wmschilling@outlook.com>

Subject: Your ride with Sunil on November 23



NOVEMBER 23, 2024 AT 10:32 AM

Thanks for riding with Sunil!

100% of tips go to drivers. [Add a tip](#)

Lyft fare (0.87mi, 5m 8s)	\$13.61
Priority Pickup Upgrade	\$9.99
City of Chicago Fee	\$1.13
City of Chicago Accessibility Fee	\$0.10
Tip	\$4.97



Apple Pay (Visa)

\$29.80

You earned 4x hotel points

employees earn more travel rewards on business & personal rides. Next time, choose Extra Comfort or Black & earn 6x hotel points.



Katie Coyle <kcoyle@d70schools.org>

Fwd: Fw: Your ride with Lee on November 22

1 message

Wendy Schilling <wschilling@d70schools.org>
To: Katie Coyle <kcoyle@d70schools.org>

Wed, Dec 4, 2024 at 8:20 PM

----- Forwarded message -----
From: **Wendy Schilling** <wmschilling@outlook.com>
Date: Wed, Dec 4, 2024 at 8:17 PM
Subject: Fw: Your ride with Lee on November 22
To: Wendy Schilling <wschilling@d70schools.org>

From: no-reply@lyftmail.com <no-reply@lyftmail.com> on behalf of Lyft Receipts <no-reply@lyftmail.com>
Sent: Wednesday, December 4, 2024 8:16 PM
To: wmschilling@outlook.com <wmschilling@outlook.com>
Subject: Your ride with Lee on November 22



NOVEMBER 22, 2024 AT 4:50 PM

Thanks for riding with Lee!

100% of tips go to drivers. [Add a tip](#)

Standard fare (1.86mi, 14m 44s)	\$22.92
City of Chicago Accessibility Fee	\$0.10
City of Chicago Fee	\$1.13
Downtown Zone Surcharge	\$1.75
Tip	\$5.18
Lyft Promotion	-\$9.00

Apple Pay (Visa)

\$22.08

You earned 4x hotel points
employees earn more travel rewards on business & personal rides. Next
time, choose Extra Comfort or Black & earn 6x hotel points.



- **Pickup 4:50 PM**
151 E Wacker Dr, Chicago, IL
- **Drop-off 5:04 PM**
444 W Jackson Blvd, Chicago, IL

Make expensing business rides easy

Enable business profile on Lyft to make expensing rides quick and easy.

GET BUSINESS PROFILE



Katie Coyle <kcoyle@d70schools.org>

Fwd: Fw: Your ride with Carolina on November 22

1 message

Wendy Schilling <wschilling@d70schools.org>
To: Katie Coyle <kcoyle@d70schools.org>

Wed, Dec 4, 2024 at 8:20 PM

----- Forwarded message -----
From: **Wendy Schilling** <wmschilling@outlook.com>
Date: Wed, Dec 4, 2024 at 8:18 PM
Subject: Fw: Your ride with Carolina on November 22
To: Wendy Schilling <wschilling@d70schools.org>

From: no-reply@lyftmail.com <no-reply@lyftmail.com> on behalf of Lyft Receipts <no-reply@lyftmail.com>
Sent: Wednesday, December 4, 2024 8:16 PM
To: wmschilling@outlook.com <wmschilling@outlook.com>
Subject: Your ride with Carolina on November 22



NOVEMBER 22, 2024 AT 8:05 AM

Thanks for riding with Carolina!

100% of tips go to drivers. [Add a tip](#)

Lyft fare (1.47mi, 14m 30s)	\$9.89
Priority Pickup Upgrade	\$2.67
City of Chicago Fee	\$1.13
Downtown Zone Surcharge	\$1.75
City of Chicago Accessibility Fee	\$0.10
Tip	\$4.00



Apple Pay (Visa)

\$19.54

You earned 4x hotel points
employees earn more travel rewards on business & personal rides. Next time, choose Extra Comfort or Black & earn 6x hotel points.

12/5/24, 8:38 AM



- **Pickup 8:05 AM**
150 S Wacker Dr, Chicago, IL
- **Drop-off 8:19 AM**
North Columbus Drive, Chicago, IL

Make expensing business rides easy

Enable business profile on Lyft to make expensing rides quick and easy.

GET BUSINESS PROFILE

3:40

5G 51



Transaction Details



METRA
-\$13.00

Transaction Details

Type Card

Transaction date Nov 22, 2024

Posted date Nov 25, 2024

Petaluma, CA 94954

Description METRA Petaluma CA
11/22

Also known as METRA

Merchant type Local and suburban
commuter transportation

Method In person

Category Transportation

Having a problem with this transaction?

Let's look into it.

[Report a problem](#)

3:38

5G 52



Ticket history



Transaction may take a few minutes to display.

COMPLETED

Metra Ticket

\$13.50

11/20/24 9:17:25AM

Greenway Self Park

DATE: 11/23/24
TIME: 09:01 AM

Receipt No. 14/834/85
* Original *

Ticket: **142512**
Entry : 11/23/24 07:44 AM
LPR : CV92823

TAX included **31.00**

Credit: 31.00
Trans ID : 785667703
Card No. : xxxxxxxxxxxx7312
Card Type: AMEX

Please Drive Safely

AC Hotel

DATE: 11/24/24
TIME: 11:04 AM

Receipt No. 8/1845/82
* Original *

Ticket: **128508**
Entry : 11/23/24 09:13 AM
LPR : CV92823

TAX included **98.00**

Credit 98.00
Trans ID : 52405
Card No. : xxxxxxxxxxxx7312
Card Type: AMEX