



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 Brian Lawton Title/Office Board Member

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		\$ -	\$ 321.08				Airfare	\$ 516.77	\$ 837.85
03/21/25		\$ -	\$ 296.08						\$ 296.08
03/22/25		\$ -	\$ 296.08						\$ 296.08
03/23/25		\$ -					Credit	\$ (79.00)	\$ (79.00)
		\$ -					Conferen	\$ 950.00	\$ 950.00
03/20/25		\$ -					Uber	\$ 63.80	\$ 63.80
03/23/25	27.6	\$ 18.49					Uber	\$ 36.99	\$ 55.48
		\$ -							\$ -
								Subtotal	\$ 2,420.29
								- Advances	\$2,380.01
Reimbursable Amount (negative amount indicates refund due from employee)								\$40.28	

Brian Lawton

4/8/2025

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



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	PUR91LOSQZA	950.00
Early Bird COSSBA National Conference Registration + Preconference Day	Jennifer Khan	PURUP7XIXP8	950.00
Early Bird COSSBA National Conference Registration + Preconference Day	Rebecca Jenkins	PURS750ESEH	950.00
Early Bird COSSBA National Conference Registration + Preconference Day	Wendy Schilling	PUR787WG3LT	950.00
Total			3,800.00
Amount Paid			3,800.00
Amount Refunded			-0.00
Amount Due			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



Fwd: Your United Airlines booking confirmation – JEENE6

3 messages

Brian Lawton <blawton@d70schools.org>
To: Katie Coyle <kcoyle@d70schools.org>

Sat, Feb 15, 2025 at 10:50 AM

Here is the info for the flight credit. I may need to send more documentation for clarity, so let me know. The 79.00 was the credit for the cheaper flight and the 59.00 came off my credit card for a seat change. If you need a statement/receipt for the 59, let me know.

Brian Lawton
Libertyville D70 B.O.E.
(847)791-3719

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

From: **Brian Lawton** <brianlawton@comcast.net>
Date: Sat, Feb 15, 2025 at 10:47 AM
Subject: Fwd: Your United Airlines booking confirmation – JEENE6
To: blawton@d70schools.org <blawton@d70schools.org>

----- Original Message -----

From: United Airlines <notifications@united.com>
To: brianlawton@comcast.net
Date: 02/11/2025 11:50 AM CST
Subject: Your United Airlines booking confirmation – JEENE6



Thanks BRIAN for choosing United!

Confirmation number: JEENE6

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)	\$437.77
Taxes and fees difference	\$0.00
Premium add-ons	\$59.99
Original trip	-\$516.77
Change fee	No fee
Total amount paid	\$59.99
Total credit	\$79.00
Future flight credit details	
Brian Lawton	\$79.00

An email with your future flight credit details, including how to use your credit or check your credit balance, will be sent to brianlawton@comcast.net [Learn more about travel credits](#)

Flight to Atlanta

Mar 20, 2025

Nonstop

7:30 AM

10:31 AM

ORD

Chicago, IL, US

2h 1m

ATL

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

Atlanta, GA, US

2h 17m

ORD

Chicago, IL, US

FLIGHT INFO

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

Travelers

Brian Lawton

Frequent flyer: UA-*****181

Seats:

ORD to ATL: 15A

Economy Plus®

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)
Atlanta, GA, US (ATL) to Chicago, IL, US (ORD - O'Hare) March 23, 2025	\$40/per traveler	\$50/per traveler	50 (23kg)

These are estimates of additional bag service charges that may apply to your itinerary. Service charges may vary by traveler, depending on status or memberships. First and second bag service charges do not apply to active duty members of the U.S military and their accompanying dependents. For additional information, visit united.com/baggage.



Carry-on baggage allowed

United accepts the following items, per customer, to be carried on the aircraft at no charge:

- One carry-on bag no more than 45 linear inches or 114 linear centimeters
- One personal item (such as a shoulder or laptop bag)

nDue to FAA regulations, operating carriers may have different carry-on requirements. Please check with the operating carrier for more information or go to united.com/baggage.

33 min (27.6 miles)



via I-294 N and I-94 W

Fastest route, the usual traffic

 **This route has tolls.**

Chicago O'Hare International Airport

10000 W Balmoral Ave, Chicago, IL 60666

➤ Get on I-190 E

2 min (0.8 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)

➤ Follow IL-176 W to Harding Ave in Libertyville

8 min (3.6 mi)

224 Harding Ave

Libertyville, IL 60048



Name and Address

LAWTON, BRIAN
1381 LAKE STREET
LIBERTYVILLE, IL 60048

Hotel Address

255 COURTLAND STREET NE
ATLANTA, GA 30303

HILTON ATLANTA

Room 2408/K1
Arrival Date 03/20/25
Departure Date 03/23/25

Adult/Child 1/0
Room Rate \$249.00

Rate Plan C-COS
Honors # 1558958813
Airline:

Reservations
www.hiltonhotels.com or
1-800-HILTONS

Confirmation # 3158016248

03/23/25 PAGE 1

DATE	REFERENCE	DESCRIPTION	AMOUNT
03/20/25	19024630	EARLY ARRIVAL OPPORTUNITY IHC3154	\$25.00
03/20/25	19026144	GUEST ROOM	\$249.00
03/20/25	19026144	STATE ROOM TAX	\$22.16
03/20/25	19026144	OCCUPANCY TAX	\$19.92
03/20/25	19026144	STATE HOTEL MOTEL FEE TAX	\$5.00
03/21/25	19028825	GUEST ROOM	\$249.00
03/21/25	19028825	STATE ROOM TAX	\$22.16
03/21/25	19028825	OCCUPANCY TAX	\$19.92
03/21/25	19028825	STATE HOTEL MOTEL FEE TAX	\$5.00
03/22/25	19031350	GUEST ROOM	\$249.00
03/22/25	19031350	STATE ROOM TAX	\$22.16
03/22/25	19031350	OCCUPANCY TAX	\$19.92
03/22/25	19031350	STATE HOTEL MOTEL FEE TAX	\$5.00
03/23/25	19032488	*****4285	(\$913.24)
		** BALANCE **	\$-0.00



Brian L <jeeqc4life@gmail.com>

Your Sunday afternoon trip with Uber

2 messages

Uber Receipts <noreply@uber.com>
To: jeeqc4life@gmail.com

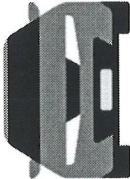
Sun, Mar 23, 2025 at 12:09 PM

Uber

Total \$36.99
March 23, 2025

Thanks for riding, Brian

We hope you enjoyed your ride
this afternoon.



Total

\$36.99

In December 2024 in Georgia, roughly 23% of customers' fares went toward covering government-mandated commercial insurance for rideshare/TNC (transportation network company) trips. Take action to bring down costs.

Trip fare

\$30.68

Subtotal

\$30.68

Booking Fee ⓘ

\$5.71

Georgia for-hire ground transport excise tax

\$0.60

[Download PDF](#)

This is not a payment receipt. It is a trip summary to acknowledge the completion of the trip. You will receive a trip receipt when the payment is processed with payment information.

You rode with Rosa

5.00 ★ Rating

⚙️ Has passed a multi-step safety screen

Rate or tip

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more](#) >

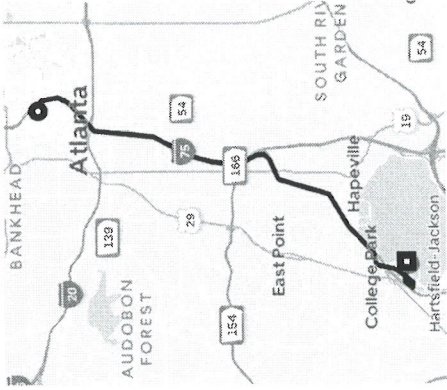
UberX 11.58 miles | 16 min

■ 12:52 PM

255 NE Courtland St, Atlanta,
GA 30303, US

■ 1:09 PM

Level 2 North Terminal,
Hartsfield-Jackson Atlanta
International Airport (ATL),
Atlanta, GA 30320, US





Brian L <jeeepc4life@gmail.com>

Your Thursday evening trip with Uber

Uber Receipts <noreply@uber.com>
To: jeeepc4life@gmail.com

Thu, Mar 20, 2025 at 7:53 PM

Uber

Total \$17.91
March 20, 2025

Thanks for riding, Brian

We hope you enjoyed your ride
this evening.



Total

\$17.91

In December 2024 in Georgia, roughly 23% of customers' fares went toward covering government-mandated commercial insurance for rideshare/TNC (transportation network company) trips. Take action to bring down costs.

Trip fare

\$14.95

Subtotal

\$14.95

Booking Fee

\$2.36

Georgia for-hire ground transport excise tax

\$0.60

Download PDF

This is not a payment receipt. It is a trip summary to acknowledge the completion of the trip. You will receive a trip receipt when the payment is processed with payment information.

You rode with Rubin

4.93 ★ Rating

Has passed a multi-step safety screen

Rate or tip

When you ride with Uber, your trips are insured in case of a covered accident.

Learn more

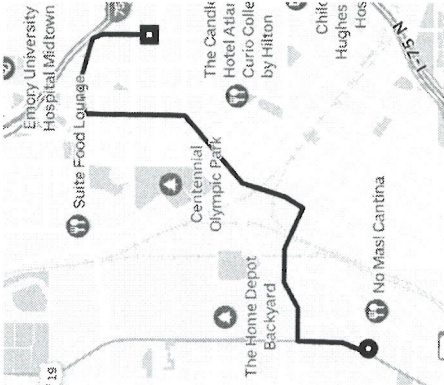
UberX 2.14 miles | 8 min

8:44 PM

170 Northside Dr SW, Atlanta,
GA 30313, US

8:53 PM

255 NE Courtland St, Atlanta,
GA 30303, US



Report lost item

Contact support



Brian L <jeepeg4life@gmail.com>

Your Thursday morning trip with Uber

2 messages

Uber Receipts <noreply@uber.com>
To: jeepeg4life@gmail.com

Thu, Mar 20, 2025 at 11:11 AM

Uber

Total \$24.91
March 20, 2025

Thanks for riding, Brian

We hope you enjoyed your ride this morning.



Total

\$24.91

In December 2024 in Georgia, roughly 23% of customers' fares went toward covering government-mandated commercial insurance for rideshare/TNC (transportation network company) trips. Take action to bring down costs.

Trip fare

\$14.37

Subtotal

\$14.37

ATL Airport Surcharge

\$3.85

Booking Fee

\$6.09

Georgia for-hire ground transport excise tax

\$0.60

[Download PDF](#)

This is not a payment receipt. It is a trip summary to acknowledge the completion of the trip. You will receive a trip receipt when the payment is processed with payment information.

You rode with PEYTON

4.95 ★ Rating

Has passed a multi-step safety screen

Rate or tip

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more](#)

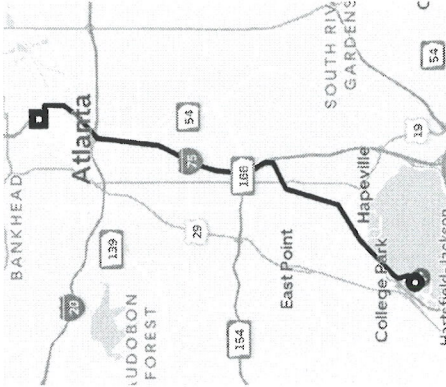
UberX 10.70 miles | 22 min

11:48 AM

6000 N Terminal Pkwy,
Atlanta, GA 30320, US

12:11 PM

255 NE Courland St. Atlanta,
GA 30303, US





Brian L <jeepe4life@gmail.com>

Your Thursday evening trip with Uber

4 messages

Uber Receipts <noreply@uber.com>
To: jeepe4life@gmail.com

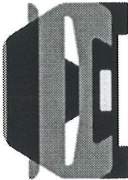
Thu, Mar 20, 2025 at 5:22 PM

Uber

Total \$20.98
March 20, 2025

Thanks for riding, Brian

We hope you enjoyed your ride
this evening.



Total

\$20.98

In December 2024 in Georgia, roughly 23% of customers' fares went toward covering government-mandated commercial insurance for rideshare/TNC (transportation network company) trips. Take action to bring down costs.

Trip fare

\$18.02

Subtotal

\$18.02

Booking Fee ⓘ

\$2.36

Georgia for-hire ground transport excise tax

\$0.60

Download PDF

This is not a payment receipt. It is a trip summary to acknowledge the completion of the trip. You will receive a trip receipt when the payment is processed with payment information.

You rode with Justo

4.99 ★ Rating



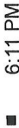
Has passed a multi-step safety screen

Rate or tip

When you ride with Uber, your trips are insured in case of a covered accident.

Learn more >

UberX 1.57 miles | 11 min



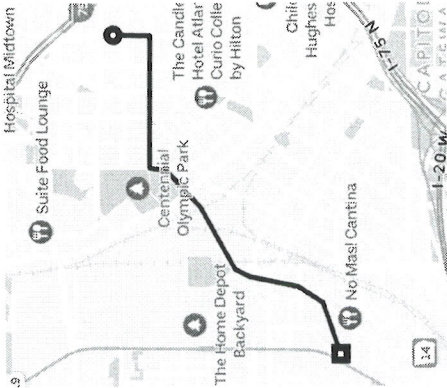
6:11 PM

255 NE Courtland St, Atlanta,
GA 30303, US



6:22 PM

170 Northside Dr SW, Atlanta,
GA 30313, US



Report lost item >

Contact support >