

New Berlin C.U.S.D. #16

PROFESSIONAL WORKSHOP PAYMENT REQUEST FORM

Employee Name: Josh Beard Date Requested: 12/19/2025

Name of Workshop: Joint Conf Date(s) Attending: 11/20-11/23

Location of Workshop: Chicago Reason to Attend: School Board Memb

Estimated Expenses:	Total Amount	School Credit Card?
Registration:	\$ -	N/A
Miles @ \$ 0.700	\$ -	N/A
Food:	\$ -	N/A
Lodging:	\$ -	N/A
Tuition Reimburse	\$ -	N/A
Other:	\$ -	N/A
Total Est. Expenses:	\$ -	
Total Requested Charge:	\$ -	A

Final Expenses:	Total Amount	School Credit Card?
Registration:	\$ -	N/A
440 Miles @ \$ 0.700	\$ 308.00	N/A
Food:	\$ 168.08	N/A
Lodging:	\$ -	N/A
Tuition Reimburse	\$ -	N/A
Other: Parking	\$ 208.80	N/A
Total Final Expenses:	\$ 684.88	
Total Requested Reimb:	\$ 684.88	

Are expenses to be shared with another Faculty member? (Final Expenses only) ☐ Yes ☐ No

If yes, please include additional faculty name(s): _____

Please select expenses to be shared: ☐ Mileage ☐ Lodging ☐ Other _____

Pre-Approval: _____
Supervisor Signature / Date

Employee Signature / Date

Funds Available? _____
Yes / No (A/P Initial/Date)

Final Approval: [Signature] 12/29/26
Supervisor Signature / Date

Dollar Amount Available: * _____
* (If not enough to cover above request)

For Accounting Use Only:

Actual VISA Charges:					
Payee:	Purpose	Amount	Reimb. Charge to: #	Amount	Check # & Date
			NBE Budget - #103-2213-3320		
			JH Budget - #202-2213-3320		
			HS Budget - #305-2213-3320		
			Pre-K Budget - #500-1125-3320		
			Pre-K PD - #500-2213-3320		
			Title I Budget - #000-1250-3900		
			Other -		
Total:					
Date Paid:					
Budget #:					

Table 1

[illegible]

swissôtel CHICAGO

323 East Wacker Drive
Chicago, IL 60601
Tel: 312-565-0565
Fax: 312-565-0540

Josh Beard
United States

Room : 2902
Folio # : 120914
Cashier # : 100011643
A/R # :
Invoice # :
Reference # :

ALL Membership # :
Group Name : 1-IASB Graham & Hyde
Company Name : Illinois Association of School Boards

Arrival : 11-20-25
Departure : 11-23-25

Date	Description	Additional Information	Charges	Credits
11-20-25	Parking	184202 - Batch Posting	69.60	
11-21-25	Parking	184202 - Batch Posting	69.60	
11-22-25	Parking	184202 - Batch Posting	69.60	
11-22-25	Room Upgrade		100.00	
11-22-25	Room Upgrade State Tax		11.90	
11-22-25	Room Upgrade City Tax		4.50	
11-22-25	Room Upgrade County Tax		1.00	
11-23-25	Mastercard	XXXXXXXXXXXX8372 XX/XX		561.00
11-23-25	Mastercard	refund		-293.50
		XXXXXXXXXXXX8372 XX/XX		
11-23-25	Room Upgrade		-50.00	
11-23-25	Room Upgrade State Tax		-5.95	
11-23-25	Room Upgrade City Tax		-2.25	
11-23-25	Room Upgrade County Tax		-0.50	

Tax Summary		Total Charges	267.50	
Room	8.70	Total Credits		267.50
F&B	0.00			
Other	0.00			
Total	8.70	Balance		0.00

The Palm
323 East Wacker Drive
Chicago, IL 60601
(312) 616-1000

Server: Bess 11/22/2025
B16/17/2 12:25 PM
Guests: 1 10024
Area: Bar

LN Palm Caesar 8.00
LN Grilled Shrimp 24.00
Subtotal 32.00
Tax 3.76

Total 35.76

Balance Due \$35.76

A suggested gratuity of 15% - 20%
is customary. The amount of
gratuity is always discretionary.

Join Our E-Club
New members who sign up receive a
complimentary lobster tail with an entrée
and stay up to date
on the latest promotions.

The Palm
323 East Wacker Drive
Chicago, IL 60601
(312) 616-1000

Server: Bess DOB: 11/22/2025
12:32 PM 11/22/2025
B16/17/2 1/1002

M/C 104858
Card #*****8372
Card Entry Method: NFC CHIP
***** EMV PURCHASE *****
App Label: Mastercard
Mode: Issue
AID: a0000000041010
TVR: 0000008001
TSI:
IAD: 0110a040012200000000000000000000ff
ARC: 00

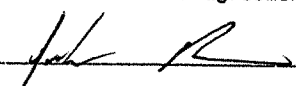
Approval: 15976P

Amount: \$35.7

+ Tip: 7.00

= Balance Due: 42.76

I agree to pay the above
total amount according to the
card issuer agreement.

X 

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is customary. The amount of
gratuity is always discretionary.

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Merchant Copy
(REPRINT)

The Palm
323 East Wacker Drive
Chicago, IL 60601
(312) 616-1000

Server: Ciera 11/21/2025
TBL 3/2 12:37 PM
Guests: 1 30011
Area: Restaurant

PL Palm Caesar Salad 0.00
PL Chicken Parmigiana 32.00
PL 1/2 Cheesecake 3.00

Subtotal 35.00
Tax 4.11

Total 39.11

Balance Due \$39.11

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is customary. The amount of
gratuity is always discretionary.

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The Palm
323 East Wacker Drive
Chicago, IL 60601
(312) 616-1000

Server: Ciera DOB: 11/21/2025
12:46 PM 11/21/2025
TBL 3/2 3/30011

M/C 4194310
Card #*****8372
Card Entry Method: CHIP
***** EMV PURCHASE *****
App Label: Mastercard
Mode: Issuer

AID: a0000000041010
TVR: 0000008000
TSI: e800
IAD: 0110607001220000e579000000000000ff
ARC: 00

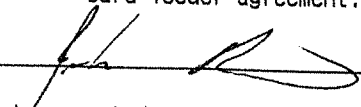
Approval: 37133P

Amount: \$39.11

+ Tip: 8.00

= Balance Due: 47.11

I agree to pay the above
total amount according to the
card issuer agreement.

X 

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is customary. The amount of
gratuity is always discretionary.

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Merchant Copy
(REPRINT)

Market Chicago
Hyatt Regency Chicago
151 E Wacker Drive
Chicago, IL 60601

Carmen

CHK 3960

TBL 26/1

11-21-2025

10:33:47

1 Grande Latte
Caramel

5.70

FOOD

Sub-total: 5.70

*Tax total: 5.70

0.67

Payment:

6.37

Mastercard

XXXXXXXXXXXX8372

Join World of Hyatt today
and start earning points for
stays, dining and more.
Visit worldofhyatt.com
Not point earning eligible.
Not point redemption eligible

THANK YOU FOR JOINING US

-----CHECK CLOSED-----

11-21-2025 10:34:07

Closed By: Gonzalez Carmen



Giordano's
130 E Randolph Street
Chicago, IL 60601

Server: Fanny R
Check #125
Guest Count: 2
Ordered: 11/20/25 1:48 PM
Table 36

1 Medium Stuffed DD The Special \$37.95
Subtotal \$37.95
Tax \$4.46
Total \$42.41

Suggested Tip:

18%: (Tip \$6.83 Total \$49.24)
20%: (Tip \$7.59 Total \$50.00)
22%: (Tip \$8.35 Total \$50.76)

Tip percentages are based on the check price before taxes.

Thank you for dining at Giordano's
Millennium Park!
Like our service? Don't forget to leave
a Google Review! Thank you!



Giordano's
130 E Randolph Street
Chicago, IL 60601

Server: Fanny R
Check #125
Guest Count: 2
Ordered: 11/20/25 1:48 PM
Table 36

1 Medium Stuffed DD The Special \$37.95

Subtotal \$37.95
Tax \$4.46
Total \$42.41

Credit -\$42.41
+ Tip: \$7.59
Amount Due \$0.00

\$50.00

Suggested Tip:

18%: (Tip \$6.83 Total \$49.24)
20%: (Tip \$7.59 Total \$50.00)
22%: (Tip \$8.35 Total \$50.76)

Tip percentages are based on the check price before taxes.

Thank you for dining at
Giordano's
Millennium Park!
Like our service? Don't
forget to leave
a Google Review! Thank you!

Wally's Pontiac 2

1 Holiday RD

Pontiac, Illinois 61764

Dealer #:

11/23/2025

Term ID: JD

09:06:05

Description	Qty	Price	Amount
Hot Beverage LG		1.99	1.99
Caramel Corn LG		10.00	10.00
Ssg Egg & Chs B		4.00	4.00
Bac Egg & Chs B		4.00	4.00
Sub Total			19.99
Tax			1.85
Total			21.84

SALE

MasterCard: \$21.84
Change 0.00

Sale

MasterCard

Card Num : XXXXXXXXXXXX8372

Chip Read

Terminal : XXXXXXXXX7002

Approval : 25966P

Sequence : 000094

USD\$ 21.84

Mastercard

Mode: Issuer

AID: A000000041010

TVR: 800008000

IAD:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

TSI: E800

ARC: 00

ARQC: 7FB7A34C83C7C267

Workstation ID: 6

Tran: 4858147

Print Time: 09:06:05

Cashier Name: Ratliff, E