

D.D.

DRAFT

**DUNLAP COMMUNITY UNIT DISTRICT #323
REIMBURSABLE EXPENSE RECORD**

****PLEASE NOTE**** This form is not part of the requirement for tuition reimbursement.
Please email Hannah Rudolphi or Matt Andrews with questions on the process.

Complete expense information, by clicking submit the form will go to your Principal.
The Building Principal will approve it and forward to the District Office.

Itemized receipts are required for reimbursement.

Credit card receipts without itemization will not be reimbursed.

Please attach a Google Maps report with driving directions for mileage reimbursement.

Today's Date:: 5/19/2025

Name:: Higgs, Mallory Elaine

Primary Worksite:: Hickory Grove Elementary School

PO#: N/A

Date of Expense:: 5/19/2025

Type of Expense (1):: Mileage between schools

Type of Expense -
Other (1)::

\$ Amount of Expense
(1):: \$146.72

Type of Expense (2):: 10E cccc 1110 392 00 01

Type of Expense -
Other (2)::

\$ Amount of Expense
(2)::

Type of Expense (3)::

Type of Expense -
Other (3)::

\$ Amount of Expense
(3)::

Mileage Between
Schools - # Buildings: 3

Mileage Between
Schools - # of
Days/Week: 1

If Mileage - Travel
Reason: Preschool lessons/meetings/screenings

If Mileage - Starting School: _____

If Mileage - Travel Destination: _____

If Mileage - Total Miles Driven: _____

Please remember to attach all receipts and mileage sheets

DUNLAP COMMUNITY UNIT DISTRICT #323

REIMBURSABLE EXPENSE RECORD

NAME Mallory Higgs

Complete expense information and turn this in to the building principal. The building principal will submit this claim to the Superintendent's Office. Itemized receipts are required for reimbursement. Credit card receipts without itemization will not be reimbursed. Please attach a Mapquest report with driving directions for mileage reimbursement.

DATE	TRAVEL DESTINATION	REASON FOR TRAVEL	MILES DRIVEN	PARKING, TOLL	FOOD	LODGING	OTHER	TOTAL
1/8/25	HGES-DGS-DWW	preschool (AM)	12					
1/8/25	HGES-DGS-DWW	preschool (PM)	12					
1/10/25	HGES-DMS-HGES	SW/psych meeting	8					
1/29/25	HGES-United Methodist	BF screening	4					
2/5/25	HGES-DGS-DWW-HGES	preschool (AM)	12					
2/5/25	HGES-DGS-DWW-HGES	preschool (PM)	12					
2/7/25	HGES-DMS-HGES	SW/psych meeting	8					
1/5/25	HGES-DUPC Discretion	HGES observation	9.8					
1/24/25	HGES-DWW	AR meeting	2					
2/26/25	HGES-United Methodist	church BF screening	8					
2/27/25	HGES-DGS-HGES	EVOL 1 HGES	8					
3/5/25	HGES-DGS-DWW-HGES	preschool AM	12					
3/5/25	HGES-DGS-DWW-HGES	preschool PM	12					
3/7/25	HGES-DMS-HGES	SW/psych meeting	8					
3/19/25	HGES-United Methodist	HGES BF screening	8					
4/2/25	HGES-DGS-DWW-HGES	preschool AM	12					
4/2/25	HGES-DMS	meeting	4					
4/3/25	HGES-DWW-HGES	AR meeting	4					
4/4/25	HGES-DMS-HGES	SW/psych meeting	8					
4/23/25	HGES-D Light House Academy	HGES evaluation observation	7.8					
4/29/25	HGES-United Methodist	HGES BF screening	8					
5/7/25	HGES-DWW	Transition meeting	2					
5/14/25	HGES-United Methodist	HGES BF screening	8					
5/22/25	HGES-United Methodist	HGES BF screening	8					

Signed _____ Approved _____

Executive Director of Business Services

Approved _____

Building Principal Total Reimbursable Expenses _____

209.6

X .67¢

\$140.43

\$140.72

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Today's Date::	<u>5/20/2025</u>
Name::	<u>Elmore, Michele Dawn</u>
Primary Worksite::	<u>Dunlap High School</u>
PO#::	<u>NA</u>
Date of Expense::	<u>8/27/2024</u>
Type of Expense (1)::	<u>Mileage</u>
Type of Expense - Other (1)::	<u></u>
\$ Amount of Expense (1)::	<u>\$ 341.60</u>
Type of Expense (2)::	<u>JOE COCO 1110 392 10 11</u>
Type of Expense - Other (2)::	<u></u>
\$ Amount of Expense (2)::	<u></u>
Type of Expense (3)::	<u></u>
Type of Expense - Other (3)::	<u></u>
\$ Amount of Expense (3)::	<u></u>
Mileage Between Schools - # Buildings:	<u></u>
Mileage Between Schools - # of Days/Week:	<u></u>
If Mileage - Travel Reason:	<u>job coach</u>

If Mileage - Starting School: Dunlap High School

If Mileage - Travel Destination: multiple job site locations

If Mileage - Total Miles Driven: 488

Please remember to attach all receipts and mileage sheets.



Shannon Steffen <ssteffen@dunlapcUSD.net>

Job coach miles 24/25

1 message

melmore@dunlapcUSD.net <melmore@dunlapcUSD.net>
To: Shannon Steffen <ssteffen@dunlapcUSD.net>

Mon. May 19, 2025 at 8:34 PM

Job coach miles 24/25

8/27/24- Jonathan valley- 3
8/28/24- Jonathan hges hyvee-18
9/03/24- Jonathan valley-3
9/04/24-Jonathan hges hyvee-18
9/10/24- Jonathan valley -3
9/10/24- Adam EPIC-16
9:17/24-jonathan valley -3
9/24/24-jonathan valley -3
10/1/24-jonathan valley-3
10/08/24-jonathan valley Midwest -18
10/15/24-jonathan valley-3
10/16/24 - Kendall barracks pumc -18
10/22/24-jonathan valley-3
10/23/24-kendall barracks pumc-18
10/29/24-jonathan valley-3
10/30/24-kendall barracks pumc -18
11/06/24-kendall barracks pumc-18
11/07/24- Jonathan valley-3
11/12/24- Jonathan valley-3
11/13/24-.kendall barracks pumc -18
11/19/24-jonathan valley-3
11/20/24-kendall barracks pumc-18
12/3/24- Jonathan hyvee pumc-18
12/10/24- Jonathan valley-3
12/17/24-jonathan valley -3
01/07/25- Jonathan valley -3
01/14/25- Jonathan valley-3
01/21/25- Jonathan valley-3
01/28/25- Jonathan alley-3
01/29-25- Jonathan hges hyvee-18
02/11/25- Jonathan valley- 3
02/18/25-jonathan valley -3
02/25/25-joathan valley -3
03/04/25-jonathan valley/the house-21
03/11/25- Jonathan valley hyvee pumc-18
03/18/25- Jonathan valley hyvee pumc-18
03/25/25-jonathan valley hyvee pumc-18
04/01/25- Jonathan valley -3
04/08/25-jonathan valley lakeview library -29
04/15/25-jonathan valley -3
04/22/25- Jonathan valley dollar tree Kroger -22
04/29/25- Jonathan valley -3
05/06/25-jonathan valley -3
05/13/25-jonathan valley -3
5/15/25- camp big sky -70

488 miles

$\times .76 = 341.68$

D.D.

DRAFT

DUNLAP COMMUNITY UNIT DISTRICT #323 REIMBURSABLE EXPENSE RECORD

****PLEASE NOTE**** This form is not part of the requirement for tuition reimbursement.
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Complete expense information, by clicking submit the form will go to your Principal.
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Please attach a Google Maps report with driving directions for mileage reimbursement.

Today's Date::	<u>5/19/2025</u>
Name::	<u>Kelly, Natilie Kathleen</u>
Primary Worksite::	<u>District Office</u>
PO#:	<u>N/A</u>
Date of Expense::	<u>5/19/2025</u>
Type of Expense (1)::	<u>Mileage between schools 15/25</u>
Type of Expense - Other (1)::	<u></u>
\$ Amount of Expense (1)::	<u>\$ 189.98</u>
Type of Expense (2)::	<u>100 0000 1110 39.2 00 01</u>
Type of Expense - Other (2)::	<u></u>
\$ Amount of Expense (2)::	<u></u>
Type of Expense (3)::	<u></u>
Type of Expense - Other (3)::	<u></u>
\$ Amount of Expense (3)::	<u></u>
Mileage Between Schools - # Buildings:	<u>!N/A</u>
Mileage Between Schools - # of Days/Week:	<u></u>
If Mileage - Travel Reason:	<u>OT evaluation/treatment, observations, meetings</u>

If Mileage - Starting School: Varies

If Mileage - Travel Destination: Varies

If Mileage - Total Miles Driven: 271.4

Please remember to attach all receipts and mileage sheets.

Jan '25

DUNLAP COMMUNITY UNIT DISTRICT #323

REIMBURSABLE EXPENSE RECORD

NAME : Natalie Kelly

Complete expense information and turn this in to the building principal. The building principal will submit this claim to the Superintendent's Office. Itemized receipts are required for reimbursement. Credit card receipts without itemization will not be reimbursed. Please attach a Mapquest report with driving directions for mileage reimbursement.

DATE	TRAVEL DESTINATION	REASON FOR TRAVEL	MILES DRIVEN	PARKING, TOL	FOOD	LODGING	OTHER	TOTAL
1/7/25	RES-HG	OT eval/tv	5					
1/9/25	St. Jude-DNMS-HG	OT eval/tv	10.2+5 = 15.2					
1/13/25	UPC-HG-DNMS	OT eval/tv	4.8+3 = 7.8					
1/14/25	HG-WW-DNMS	OT eval/tv	2+5 = 7					
1/15/25	RES-WW-HG	OT eval/tv	3+2 = 5					
1/16/25	DHS-DNMS-WW	OT eval/tv	1+5 = 6					
1/22/25	RES-HG	OT eval/tv	5					
1/23/25	HG-UPC-HG-RES	OT eval/tv	4.8+4.8+5 = 14.6					
1/27/25	RES-HG	OT eval/tv	5					
1/29/25	RES-WW	OT eval/tv	5					
			71.6					

Signed _____ Approved _____

Executive Director of Business Services

Approved _____

Building Principal Total Reimbursable Expenses _____

Feb '25

DUNLAP COMMUNITY UNIT DISTRICT #323

REIMBURSABLE EXPENSE RECORD

NAME : Nathalie Kelly

Complete expense information and turn this in to the building principal. The building principal will submit this claim to the Superintendent's Office. Itemized receipts are required for reimbursement. Credit card receipts without itemization will not be reimbursed. Please attach a Mapquest report with driving directions for mileage reimbursement.

DATE	TRAVEL DESTINATION	REASON FOR TRAVEL	MILES DRIVEN	PARKING, TOLL	FOOD	LODGING	OTHER	TOTAL
2/3/25	HG-DGS	mon/ot mtg	4					
2/5/25	RES-HG	observation/ w-tr	5					
2/6/25	RES-HG	cmu	5					
2/10/25	RES-HG	IEP	5					
2/12/25	RES-Villas/DMS	Monr Mtg.	7					
2/20/25	UPC-RES-HG-RES	eval/bus/w-tr	2.9+5+5 12.9					
2/24/25	HG-WW	IEP	2					
2/25/25	DGS-HG	cmu	5					
2/26/25	RES-DGS	cmu	7					
2/27/25	DGS-HG	IEP	4					
			56.9					

Signed _____ Approved _____

Executive Director of Business Services

Approved _____

Building Principal Total Reimbursable Expenses _____

DUNLAP COMMUNITY UNIT DISTRICT #323
REIMBURSABLE EXPENSE RECORD

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Signed _____ Approved _____

Approved _____

Building Principal Total Reimbursable Expenses _____

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REIMBURSABLE EXPENSE RECORD

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Signed _____ Approved _____

Approved _____

Building Principal Total Reimbursable Expenses _____

May '25

DUNLAP COMMUNITY UNIT DISTRICT #323
REIMBURSABLE EXPENSE RECORD

NAME: Nathalie Kelly

Complete expense information and turn this in to the building principal. The building principal will submit this claim to the Superintendent's Office. Itemized receipts are required for reimbursement. Credit card receipts without itemization will not be reimbursed. Please attach a Mapquest report with driving directions for mileage reimbursement.

DATE	TRAVEL DESTINATION	REASON FOR TRAVEL	MILES DRIVEN	PARKING, TOL	FOOD	LODGING	OTHER	TOTAL
5/1/25	HG-Apple tree -	22 + 6.2 + 5 = 33.2	13.4					
	DMS - HG	TXL 5						
5/6/25	RES - HG		5					
5/17/25	HG-WW-RES-WW	2 + 3 + 3 =	8					
5/18/25	RES - HG		5					
5/19/25	RES - HG-RES-HG		15					
5/19/25	HG-Little friends -		2.3 + 1.2 = 3.5					
	WW							
5/24/25	WW-VITAS-RES		14.7 = 13					
			(12.9)					
Total Jun'25-May'25 = 271.4								

Signed _____ Approved _____

Executive Director of Business Services

Approved _____

Building Principal Total Reimbursable Expenses _____

271.4 x .70 = 189.98

D.D.

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Today's Date::	5/20/2025
Name::	Reid, Seth Michael
Primary Worksite::	Dunlap Activity Center
PO#::	N/A
Date of Expense::	5/20/2025
Type of Expense (1)::	Mileage between schools
Type of Expense - Other (1)::	
\$ Amount of Expense (1)::	\$61.61
Type of Expense (2)::	10 E 0000 1110 392 00 01
Type of Expense - Other (2)::	
\$ Amount of Expense (2)::	
Type of Expense (3)::	
Type of Expense - Other (3)::	
\$ Amount of Expense (3)::	
Mileage Between Schools - # Buildings:	
Mileage Between Schools - # of Days/Week:	
If Mileage - Travel Reason:	

If Mileage - Starting
School: _____

If Mileage - Travel
Destination: _____

If Mileage - Total Miles
Driven: _____

Please remember to attach all receipts and mileage sheets.

Mileage Log Report

Employee Name	Seth Reid	Rate Per Mile	\$0.67 .70
Employee ID	250638	For Period	
Vehicle Description	2024 GMC Canyon	Total Mileage	88
Authorized By		Total Reimbursement	\$58.76 \$61.60

Date	Starting Location	Destination	Description/Notes	Mileage	Reimbursement				
4/2/2025	DAC	HGES	Tickets	9	\$5.90	4.4	4.4		
4/3/2025	DAC	HGES	Tickets	9	\$5.90	4.4	4.4		
4/4/2025	DAC	DMS, DGS	Tickets	2	\$1.34	1	1		
4/8/2025	DAC	DGS	Tickets	2	\$1.34	0.5	0.5	0.5	0.5
4/9/2025	DAC	HGES	Internet	9	\$5.90	4.4	4.4		
4/10/2025	DAC	DMS	Tickets	2	\$1.34	1	1		
4/21/2025	DAC	DMS, BES	Tickets	7	\$4.96	1	3	3.4	
4/21/2025	DAC	WW	Replace Switch	12	\$8.04	6	6		
4/24/2025	DAC	HGES, UPS	Tickets and drop of switches	12	\$8.04	6	6		
5/16/2025	DAC	DGS, DVMS	Tickets	3	\$2.08	0.5	1.2	1.4	
5/16/2025	DAC	BES	Replace Switch	7	\$4.56	3.4	3.4		
5/16/2025	DAC	UPS, WW	Send in Switch, Tickets	14	\$9.38	14			

D.D.

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Today's Date:: 5/19/2025

Name:: Delinski, Stacey Michelle

Primary Worksite:: Dunlap Valley Middle School

PO#: NA

Date of Expense:: 5/19/2025

Type of Expense (1):: Mileage

Type of Expense -
Other (1)::

\$ Amount of Expense
(1):: 60.76

Type of Expense (2):: NE 000 1110 392 0001

Type of Expense -
Other (2)::

\$ Amount of Expense
(2)::

Type of Expense (3)::

Type of Expense -
Other (3)::

\$ Amount of Expense
(3)::

Mileage Between
Schools - # Buildings:

Mileage Between
Schools - # of
Days/Week:

If Mileage - Travel
Reason:

If Mileage - Starting School: _____

If Mileage - Travel Destination: _____

If Mileage - Total Miles Driven: _____

Please remember to attach all receipts and mileage sheets.

Quarter 4		Stacey Delinski		
Date	From	To	Mileage	Notes
3/10/2025	Valley	Villas	1.4	Pick up snacks and hygiene items
3/10/2025	Villas	Ridgeview	7.3	Snacks & Hygiene delivery
3/10/2025	Ridgeview	Valley	6.3	Return
3/18/2025	Ridgeview	Valley	6.3	Bi-Weekly Meeting
3/18/2025	Valley	Ridgeview	6.3	MTSS Meetings
3/18/2025	Ridgeview	Dunlap	6.3	Return
3/19/2025	Valley	Points Washing	44	SEL Collaborative- round trip
4/3/2025	Valley	Villas	2.8	Collaboration Mtg- round trip
4/15/2025	Ridgeview	Valley	6.3	Bi-Weekly Meeting
4/29/2025	Ridgeview	Valley	6.3	Bi-Weekly Meeting
5/12/2025	Ridgeview	Valley	6.3	MTSS Meetings
5/13/2025	Valley	D.O.	0.9	Weekly Student Service Mtg
5/13/2025	Dunlap Grade	Valley	1.3	MTSS Meetings

86.8 TOTAL

D.D.

Matt Andrews - SY 2025 Mileage

DVMS = 1.0 mi/one-way	BES = 3.1 mi/one-way	WW = 5.3 mi/one-way
HGES = 3.9 mi/one-way	RES = 6.8 mi/one-way	

Date	Destination / Reason	Miles Driven	
9/25/2024	NCTM Conference in Chicago	312	$\times .67$
11/1/2024	ISU Fall Job Fair	106.6	$\#280.46$
1/29/2025	IASPA Conference in	286	
2/12/2025	Bradley University Job Fair	36	740.6
3/3/2025	ISU Spring Job Fair	106.6	$\times .70$
4/22/2025	Reading League Conference in Chicago	312	$\#518.42$

1 E 0000 2320 39/ 00 01

Total Mileage	1,159.20
Total Reimbursement (x \$0.70)	\$811.44 <u>$\#798.88$</u>



Robin Wade <rwade@dunlapcusd.net>

Mileage Reimbursement

1 message

Matt Andrews <mandrews@dunlapcusd.net>

Sat, May 24, 2025 at 9:44 AM

To: Robin Wade <rwade@dunlapcusd.net>


Robin,

Attached is my mileage reimbursement from this school year.

Thanks,

Matt



 **Matt Andrews - SY 2025 Mileage Log - Sheet1.pdf**
71K

P.D.

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Today's Date::	5/21/2025
Name::	Dutton, Hannah Lee
Primary Worksite::	District Office
PO#:	N/A
Date of Expense::	5/21/2025
Type of Expense (1)::	Mileage
Type of Expense - Other (1)::	Total = \$517.70
\$ Amount of Expense (1)::	
Type of Expense (2)::	DE 000 1110 392 00 01
Type of Expense - Other (2)::	
\$ Amount of Expense (2)::	
Type of Expense (3)::	
Type of Expense - Other (3)::	
\$ Amount of Expense (3)::	
Mileage Between Schools - # Buildings:	N/A
Mileage Between Schools - # of Days/Week:	N/A
If Mileage - Travel Reason:	Curriculum Coordinator tasks

If Mileage - Starting School: District Office _____

If Mileage - Travel Destination: _____

If Mileage - Total Miles Driven: _____

Please remember to attach all receipts and mileage sheets.

Hannah Dutton - Fall 2021 Mileage

DAC = 0.4 mi/one-way	DHS = 0.4 mi/one-way	DMS = 0.5 mi/one-way
DVMS = 0.8 mi/one-way	BES = 3 mi/one-way	DGS = 0.4 mi/one-way
HGES = 4 mi/one-way	RES = 6.7 mi/one-way	VWV = 5.5 mi/one-way

Date	Destination / Reason	Miles Driven
8/17/2021	Hickory Grove - meet with new teachers	8
8/24/2021	Hickory Grove - EE meeting (one way)	4
8/26/2021	DVMS - TOSA check-in with Julia Brooks	1.6
8/27/2021	HGES - TOSA check-in with Michelle and Sarah (one way)	4
8/30/2021	HGES - TOSA check-in with Jerry (one way)	4
8/31/2021	DGS - STAR Report/FReckle Guidance -am	0.8
8/31/2021	DGS - RTI meeting with Daum -pm	0.8
9/1/2021	HGES - Katie McKown SBG meeting	8
9/7/2021	DGS - Daum meeting	0.8
9/13/2021	RES - drop off hotspot	13.2
9/14/2021	DMS - CC meeting (one way)	0.5
9/21/2021	BES - CC meeting (one way)	3
10/14/2021	DVMS - MS admin meeting	1.6
10/14/21	DO-->VWV--> HGES (IAR drop off/TOSA check-in)	7.2
10/19/2021	DVMS MS CC	1.6
10/20/2021	VWV EI Art PLC (one way)	5.5
10/28/2021	RES Data day	13.2
11/3/2021	HGES - PE PLC (one way)	4
11/22/2021	DGS & DAC - 5th grade IAR overview	0.8
<hr/>		
1/11/2022	RES (one way)	6.7
1/12/2022	RES	13.2
1/14/2022	RES	13.2
1/26/2022	VWV (one way)	5.5

53.6 miles

x .56
= 46.26

38.6 miles

x .585
= 22.58

Total Mileage	121.20
Total Reimbursement (x \$.575)	\$69.69

Hannah Dutton - Fall 2022 Mileage

DAC = 0.4 mi/one-way	DHS = 0.4 mi/one-way	DMS = 0.5 mi/one-way
DVMS = 0.8 mi/one-way	BES = 3 mi/one-way	DGS = 0.4 mi/one-way
HGES = 4 mi/one-way	RES = 6.7 mi/one-way	VWV = 5.5 mi/one-way

Date	Destination / Reason	Miles Driven
8/23/2022	HGES / EE meeting 1-way	4
9/6/2022	RES / EE	13.4
9/7/2022	HGES / meet with Riley	8
9/8/2022	DVMS / MS admin meetin 1-way	0.8
9/13/2022	RES / EE	13.4
9/14/2022	HGES / Kelly&Karla	8
9/16/2022	HGES / pop 1-way	4
9/20/2022	RES/ EE	13.4
9/23/2022	HGES / SIP day 1-way	4
9/26/2022	DAC / report card meeting w/ Kevin	0.8
9/27/2022	RES / EE	13.4
9/28/2022	DGS / math meeting	0.8
10/4/2022	RES / EE	13.4
10/7/22	VWV / 2nd grade wit and wisdom pilot	11
10/10/2022	HGES / W&W w/Nina	8
10/11/2022	HGES / W&W w/Nina	8
10/11/2022	RES / EE	13.4
10/12/2022	HGES / W&W w/Nina	8
10/13/2022	HGES / W&W w/Nina	8
10/14/2022	HGES / W&W w/Nina	8
10/17/2022	DO to RES to HGES	13.4
10/27/2022	RES round trip	13.4
10/27/2022	HGES one way	4
11/1/2022	HGES	8
11/9/2022	HGES	8
11/10/2022	Peoria Library- one way	7
11/11/2022	VWV to DVMS	10
11/15/2022	HGES - one way	4
11/30/2022	VWV - one way	5.5
12/1/2022	BES - round trip	6
12/6/2022	BES - round trip	6
12/7/2022	bes - round trip	6
12/9/2022	hges- one way	4
1/6/2023	DO-RES-VWV-BES-DGS-DO	16
1/10/2023	DO - HGES - one way	4
1/13/2023	DO - HGES - one way	4
1/17/2023	DO - RES - HGES - DO	15
1/17/2023	DVMS - CC meeting	0.8
1/18/2023	DVMS - combined PLC	0.8

257.1 miles
x .625
160.69

46.6 miles
x .625
29.19

Total Mileage	297.70
Total Reimbursement (x. \$.575)	\$171.18

Hannah Dutton - Spring 2023 Mileage

DAC = 0.4 mi/one-way	DHS = 0.4 mi/one-way	DMS = 0.5 mi/one-way
DVMS = 0.8 mi/one-way	BES = 3 mi/one-way	DGS = 0.4 mi/one-way
HGES = 4 mi/one-way	RES = 6.7 mi/one-way	VWV = 5.5 mi/one-way

Date	Destination / Reason	Miles Driven
1/11/2024	Northwoods church round trip	9.8
1/17/2024	VWV	5.5
2/5/2024	hges round trip cogat hess	8
2/6/2024	res round trip cogat fitz	13.4

36.1 miles

x .27

\$ 24.59

Total Mileage	36.70
Total Reimbursement (x. \$.575)	\$21.10

Hannah Dutton - 2024-2025 Mileage

DAC = 0.4 mi/one-way	DHS = 0.4 mi/one-way	DMS = 0.5 mi/one-way
DVMS = 0.6 mi/one-way	BES = 3 mi/one-way	DGS = 0.4 mi/one-way
HGES = 4 mi/one-way	RES = 6.7 mi/one-way	WW = 5.5 mi/one-way

Date	Destination / Reason	Miles Driven
8/13/24	DO to DGS, then Banner and back to DO	6.2
8/20/2024	DO to DAC RES. Office Depot and back to DO	16.5
8/20/2024	DO to RES then HGES	4
8/23/24	DO to WW	5.5
9/4/2024	DO to DGS	0.4
9/10/2024	DO to RES to BES	12
9/11/2024	DO to BES	3
1/7/2025	DO to HGES to RES	8.2
1/14/2025	DO to HGES	4
1/21/2025	DO to DGS to RES to DVMS	14.1
1/22/2025	DO to BES to HGES and back	8
1/30/2025	DO to RES and back to DO	13.4
1/30/2025	DO to DGS and back	0.8
1/31/2025	DO to BES and back	6
1/31/2025	DO to villas and back	1
2/3/2025	DO to DGS to DMS to DO	1.5
2/4/2025	DO to DMS round trip	1
2/5/2025	DO to BES round trip	6
2/6/2025	DO to villas round trip	1
2/18/2025	DO to HGES one way	4
2/19/2025	DO to WW one way	5.5
2/21/2025	DO to HGES round trip	8
2/25/2025	DO to RES to DMS	14.1
3/6/2025	DO to DGS round trip	0.8
3/7/2025	DO to RES round trip	13.4
3/7/2025	DO to DGS round trip	0.8
3/13/2025	DO to DGS round trip	0.8
3/14/2025	HGES to DO one way	4
3/14/2025	DO to WW round trip	11
3/14/2025	DO to WW round trip	11
3/17/2025	HGES to DHS one way	4
3/18/2025	DMS to DO one way	0.5
3/18/2025	DO to BES to HGES	4
3/20/2025	BES to DO one way	3
3/21/2025	DO to HGES to BES	4.9
4/2/2025	DO to ReE round trip	28
4/2/2025	DO to BES round trip	6
4/3/2025	DO to RES to WW to DO	15.6
4/4/2025	DO to DVMS round trip	1.6
4/14/2025	DO to Villas round trip	1
4/28/2025	HGES to DO one way	4
4/30/2025	DO to BES one way	3
5/1/2025	DO to Villas round trip	1
5/2/2025	DO to DGS to DAC to DO	1
5/5/2025	HGES to DO one way (early entrance screenings)	4
5/6/2025	DMS to DO to DMS to DO (DMS mtss meetings/elementary admin meeting)	1.5
5/7/2025	DO to RES round trip (first grade team meetings)	13.4
5/7/2025	DO to DGS to BES to HGES (first grade team meetings)	4.4
5/8/2025	DO to HGES round trip (teacher appreciation event)	8
5/12/2025	HGES to DMS to DO to BES (early entrance screening, cogat makeup at DMS sub for Greg)	7.4
5/14/2025	BES to DO to BES (sub for Greg/CD department meeting)	6
5/15/2025	DHS to BES to DGS to BES to HGES (curriculum/student services meeting, meeting with B. Cazalet, DMS reading in DGS kinder, EoY EE meeting)	10.2
5/20/2025	DO to WW to RES to DVMS to DMS to DHS to DO (summer PD book delivery)	16.5
5/21/2025	BES to HGES to DGS to DO (summer PD book delivery)	5.2

47.7 miles
x .67
31.96

292.9 miles
x .70
205.03

Total Mileage 340.60
Total Reimbursement (x \$.575) \$195.85

DD

SY 24-25

DUNLAP COMMUNITY UNIT DISTRICT #323

REIMBURSABLE EXPENSE RECORD

NAME : Hillary Tiller
7/24-12/24

794.41

Complete expense information and turn this in to the building principal. The building principal will submit this claim to the Superintendent's Office. Itemized receipts are required for reimbursement. Credit card receipts without itemization will not be reimbursed. Please attach a Mapquest report with driving directions for mileage reimbursement.

DATE	TRAVEL DESTINATION	REASON FOR TRAVEL	MILES DRIVEN	OTHER	TOTAL
7/23	Bradley University	ROE Presentation w/ Michelle Todd	30		
8/5	Kellehers	Admin Retreat	32		
8/9	Villas to WW	IEP meeting (round trip)	12		
8/15	Villas to WW	Team meeting (round trip)	12		
8/19	WW to HGES	Playbased assessment	2		
8/19	HGES to Villas	office	4		
8/21	Villas to RES	BEST Team meeting	8		
8/22	RES to Villas	Drop off materials	8		
8/27	Villas to RES	IEP meeting (round trip)	16		
8/29	WW to Villas	IEP meeting (round trip)	12		
8/30	Villas to BES	IEP meeting (round trip)	6		
9/3	Villas to WW	Student observation (round trip)	12		
9/4	Villas to BES	PLC meeting	3		
9/5	Villas to RES	Student observation (round trip)	16		
9/9	Villas to HGES	Playbased Assessment	8		
9/12	Villas to Morton District Office	IAASE round table	54		
9/17	Villas to Bright Futures office	Fall Admin Meeting	18		
9/18	Villas to RES	BEST PLC Meeting	8		
9/19	Villas to WW	IEP Meeting	6		
9/25	Villas to WW	Observations (round trip)	12		
9/26	Villas to WW	team meeting (round trip)	12		
9/30	Villas to BES	Observations (round trip)	6		
10/2	Villas to BES	LifeSkills PLC	3		
10/3	Villas to BES	IEP meeting (round trip)	6		
10/7	HGES to Villas	PBA evaluation (round trip)	8		
10/7	Villas to WW	IEP meeting (round trip)	12		
10/8	Villas to Northwoods	Admin Meeting (round trip)	10		
10/10	Villas to WW	IEP meetings (round trip)	12		
10/11	Villas to RES	IEP meetings	8		
10/14	Villas to BES	classroom work	3		
10/18	BES to WW	IEP meeting	3		
10/22	Villas to RES	team meeting (round trip)	16		
10/24	Villas to WW	IEP Meeting	6		
10/28	Villas to HGES	Observations (round trip)	8		
10/29	RES to HGES	IEP meetings	4		
10/29	HGES to Villas	office	4		
10/31	Villas to RES	BEST help	8		
11/1	Villas to RES	IEP meeting (round trip)	16		
11/7	Villas to HGES	Observations (round trip)	8		
11/12	Villas to WW	Student observation (round trip)	12		
11/13	WW to HGES	IEP meeting	2		
11/14	Villas to WW	Observation	6		
11/14	WW to BES	IEP Meeting	3		
11/15	Villas to HGES	Observation (round trip)	16		
11/18	Villas to HGES	team meeting (round trip)	16		
11/19	DGS to HGES	Wit & Wisdom Observation	4		
11/19	HGES to Villas	Office	4		
11/20	RES to Villas	IEP Meeting	8		

11/20	Villas to RES	PLC meeting	8		
11/21	WW to RES	IEP meetings (round trip)	6		
11/22	Villas to RES	Meeting with Mr. James	8		
11/22	Villas to HGES	Observation (round trip)	8		
11/25	Villas to HGES	IEP Meeting (round trip)	16		
11/25	Villas to RES	team meeting (round trip)	16		
12/2	Villas to WW	Instructional	6		
12/4	Villas to WW	Observation	6		
12/4	WW to BES	IEP Meeting	3		
12/6	Villas to RES	Classroom visit	8		
12/6	RES to WW	team meeting	3		
12/9	WW to RES	IEP meeting	3		
12/9	RES to DHS	MDR Meeting	8		
12/11/24	HGES to Villas	Staff observation	4		
12/12/24	DGS to RES	IEP Meetings	8		
12/18/24	Villas to HGES	IEP Meetings (round trip)	8		
12/19/24	DVMS to RES	BEST 2 visit	8		
12/19/24	RES to WW	IEP Meeting	3		
1/6/25	RES to DHS	work with student	8		
1/7/25	DO to RES	BEST observation	8		
1/8/25	Villas to RES	BEST team meeting	8		
1/9/25	Villas to RES	BEST Observation (round trip)	16		
1/10/25	Villas to RES	BEST observation	8		
1/14/25	WW to DO	Summative Evaluation meeting	6		
1/14/25	DO to HGES	formal observation (round trip)	8		
1/15/25	DGS to WW	Instructional Visit (round trip)	12		
1/15/25	Villas to RES	PLC with BEST team	8		
1/16/25	Villas to HGES	Summative Evaluation meeting (round trip)	8		
1/16/25	Villas to WW	Domain Meeting (round trip)	6		
1/21/25	Villas to RES	IEP meeting (round trip)	16		
1/27/25	Villas to RES	Summative Eval meeting (round trip)	16		
1/28/25	Villas to BES	IEP meeting (round trip)	6		
1/30/25	Villas to WW	Summative eval meeting (round trip)	6		
2/3/25	HGES to Villas	Playbased Assessment	4		
2/5/25	Villas to HGES	Summative eval meeting (round trip)	8		
2/6/25	Villas to RES	IEP meeting (round trip)	16		
2/10/25	Villas to HGES	IEP Meeting	4		
2/11/25	Villas to HGES	K team meeting (round trip)	8		
2/13/25	Villas to Easter Seals Learning Academy	tour/intake meeting (round trip)	44		
2/19/25	Villas to HGES	IEP meeting (round trip)	8		
2/21/25	Villas to WW	IEP Meetings (round trip)	6		
3/3/25	Villas to HGES	PBA evaluation (round trip)	8		
3/5/25	Villas to Easter Seals Learning Academy	classroom visit with student (round trip)	44		
3/6/25	Villas to RES	drop off materials (round trip)	16		
3/12/25	BES to WW	Classroom Visits with parent	3		
3/12/25	WW to Villas	Classroom visit	3		
3/14/25	Villas to BES	COTA Observation (round trip)	6		
3/17	Villas to HGES	IEP Meeting (round trip)	8		
3/18	Villas to WW	Classroom tour with parent (round trip)	6		
3/19	Villas to BES	IEP Meeting (round trip)	6		
4/1/25	Villas to Lighthouse Academy	IEP Meeting (round trip)	18		
4/2/25	Villas to BES	PLC Meeting	3		
4/3/25	WW to villas	IEP meeting	3		
4/3/25	Villas to WW	IEP meeting (round trip)	6		

633 miles

X.67
#424.11

4/3/25	WW to BES	IEP meeting	3		
4/7/25	Villas to HGES	PBA evaluation (round trip)	8		
4/9/25	Villas to HGES	IEP Meeting (round trip)	8		
4/14/25	Villas to HGES	IEP Meeting (round trip)	8		
4/15/25	Villas to RES	classroom visit (round trip)	16		
4/18/25	Villas to BES	IEP Meetings (round trip)	6		
5/7/25	Villas to WW	IEP Meeting (round trip)	6		
5/9/25	Villas to BES	Classroom visit (round trip)	6		
5/12/25	Villas to RES	IEP meeting (round trip)	16		
5/13/25	Villas to Valeska Hinton	IEP Meeting (round trip)	34		
5/14/25	Villas to Bradley University	SRP Training (round trip)	28		
5/15/25	Villas to WW	IEP Meetings (round trip)	6		
5/21	Villas to RES	IEP Meeting (round trip)	16		
			1162	0.66	766.92

529 miles

X.70

376.36

794.41

Signed [Signature] Approved _____

Executive Director of Business Services

Approved _____

Building Principal Total Reimbursable Expenses _____

D.D.

DRAFT

**DUNLAP COMMUNITY UNIT DISTRICT #323
REIMBURSABLE EXPENSE RECORD**

****PLEASE NOTE**** This form is not part of the requirement for tuition reimbursement.
Please email Hannah Rudolphi or Matt Andrews with questions on the process.

Complete expense information, by clicking submit the form will go to your Principal.
The Building Principal will approve it and forward to the District Office.

Itemized receipts are required for reimbursement.

Credit card receipts without itemization will not be reimbursed.

Please attach a Google Maps report with driving directions for mileage reimbursement.

Today's Date::	5/9/2025
Name::	Nusser, Kirsten Maye
Primary Worksite::	Dunlap High School
PO#:	N/A
Date of Expense::	3/8/2025
Type of Expense (1)::	Mileage 05/25
Type of Expense - Other (1)::	Total Miles = 818 x .70 = \$572.60
\$ Amount of Expense (1)::	
Type of Expense (2)::	10E 0000 1110 392 00 01
Type of Expense - Other (2)::	
\$ Amount of Expense (2)::	
Type of Expense (3)::	
Type of Expense - Other (3)::	
\$ Amount of Expense (3)::	
Mileage Between Schools - # Buildings:	
Mileage Between Schools - # of Days/Week:	
If Mileage - Travel Reason:	IJAS Regionals 2025

If Mileage - Starting School: Dunlap High School

If Mileage - Travel Destination: Western Illinois State University, Macomb, IL

If Mileage - Total Miles Driven: 164 (82*2)

Please remember to attach all receipts and mileage sheets.

 Dunlap High School, 5220 Legion Hall R


 Western Illinois University

 Add destination

Leave now ▾

 Send directions to your phone

 Copy link

 **via IL-116 W**
Fastest route, the usual traffic

1 hr 34 min
82.6 miles

[Details](#)

 **via I-74 and US-67 S**

1 hr 34 min

Options



**DUNLAP COMMUNITY UNIT DISTRICT #323
REIMBURSABLE EXPENSE RECORD**

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Please attach a Google Maps report with driving directions for mileage reimbursement.

Today's Date:: 5/9/2025

Name:: Nusser, Kirsten Maye

Primary Worksite:: Dunlap High School

PO#: N/a

Date of Expense:: 5/2/2025

Type of Expense (1):: Mileage

Type of Expense -
Other (1)::

\$ Amount of Expense
(1)::

Type of Expense (2)::

Type of Expense -
Other (2)::

\$ Amount of Expense
(2)::

Type of Expense (3)::

Type of Expense -
Other (3)::

\$ Amount of Expense
(3)::

Mileage Between
Schools - # Buildings:

Mileage Between
Schools - # of
Days/Week:

If Mileage - Travel
Reason: IJAS Club State Competition

If Mileage - Starting School: Dunlap High School

If Mileage - Travel Destination: State Farm Center (U of I) Champaign, IL

If Mileage - Total Miles Driven: 109

Please remember to attach all receipts and mileage sheets.

○ State Farm Center, 1800 S 1st St, Cham...

📍 Dunlap High School, 5220 Legion Hall F

⊕ Add destination

Leave now ▾

Options

📱 Send directions to your phone

🔗 Copy link

🚗 via I-74

1 hr 44 min

Fastest route, the usual traffic

109 miles

Details

🚗 via I-74 and US-24 W

1 hr 58 min

110 miles



**DUNLAP COMMUNITY UNIT DISTRICT #323
REIMBURSABLE EXPENSE RECORD**

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Complete expense information, by clicking submit the form will go to your Principal.
The Building Principal will approve it and forward to the District Office.

Itemized receipts are required for reimbursement.

Credit card receipts without itemization will not be reimbursed.

Please attach a Google Maps report with driving directions for mileage reimbursement.

Today's Date::	5/9/2025
Name::	Nusser, Kirsten Maye
Primary Worksite::	Dunlap High School
PO#:	N/A
Date of Expense::	5/3/2025
Type of Expense (1)::	Mileage
Type of Expense - Other (1)::	
\$ Amount of Expense (1)::	
Type of Expense (2)::	
Type of Expense - Other (2)::	
\$ Amount of Expense (2)::	
Type of Expense (3)::	
Type of Expense - Other (3)::	
\$ Amount of Expense (3)::	
Mileage Between Schools - # Buildings:	
Mileage Between Schools - # of Days/Week:	
If Mileage - Travel Reason:	IJAS State Competition (Day 2)

If Mileage - Starting School: Dunlap High School

If Mileage - Travel Destination: State Farm Center (U of I) Champaign, IL

If Mileage - Total Miles Driven: 109

Please remember to attach all receipts and mileage sheets.

○ State Farm Center, 1800 S 1st St, Cham...

○ Dunlap High School, 5220 Legion Hall E...

⊕ Add destination

Leave now ▾

📱 Send directions to your phone

🔗 Copy link

🚗 via I-74

1 hr 44 min

Fastest route, the usual traffic

109 miles

Details

🚗 via I-74 and US-24 W

1 hr 58 min

110 miles

Options



**DUNLAP COMMUNITY UNIT DISTRICT #323
REIMBURSABLE EXPENSE RECORD**

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Complete expense information, by clicking submit the form will go to your Principal.
The Building Principal will approve it and forward to the District Office.

Itemized receipts are required for reimbursement.

Credit card receipts without itemization will not be reimbursed.

Please attach a Google Maps report with driving directions for mileage reimbursement.

Today's Date::	<u>5/13/2025</u>
Name::	<u>Nusser, Kirsten Maye</u>
Primary Worksite::	<u>Dunlap High School</u>
PO#::	<u>N/A</u>
Date of Expense::	<u>5/3/2025</u>
Type of Expense (1)::	<u>Mileage</u>
Type of Expense - Other (1)::	<u></u>
\$ Amount of Expense (1)::	<u></u>
Type of Expense (2)::	<u></u>
Type of Expense - Other (2)::	<u></u>
\$ Amount of Expense (2)::	<u></u>
Type of Expense (3)::	<u></u>
Type of Expense - Other (3)::	<u></u>
\$ Amount of Expense (3)::	<u></u>
Mileage Between Schools - # Buildings:	<u></u>
Mileage Between Schools - # of Days/Week:	<u></u>
If Mileage - Travel Reason:	<u>IJAS State Competition (Day 2)</u>

If Mileage - Starting School: Dunlap High School

If Mileage - Travel Destination: State Farm Center- Champaign, IL

If Mileage - Total Miles Driven: 218

Please remember to attach all receipts and mileage sheets.

○ State Farm Center, 1800 S 1st St, Cham

📍 Dunlap High School, 5220 Legion Hall F

⊕ Add destination

Leave now ▾

Options

📱 Send directions to your phone

↔ Copy link



via I-74

1 hr 44 min

Fastest route, the usual traffic

109 miles

[Details](#)



via I-74 and US-24 W

1 hr 58 min

110 miles



**DUNLAP COMMUNITY UNIT DISTRICT #323
REIMBURSABLE EXPENSE RECORD**

****PLEASE NOTE**** This form is not part of the requirement for tuition reimbursement.
Please email Hannah Rudolphi or Matt Andrews with questions on the process.

Complete expense information, by clicking submit the form will go to your Principal.
The Building Principal will approve it and forward to the District Office.

Itemized receipts are required for reimbursement.

Credit card receipts without itemization will not be reimbursed.

Please attach a Google Maps report with driving directions for mileage reimbursement.

Today's Date::	5/13/2025
Name::	Nusser, Kirsten Maye
Primary Worksite::	Dunlap High School
PO#:	N/a
Date of Expense::	5/2/2025
Type of Expense (1)::	Mileage
Type of Expense - Other (1)::	
\$ Amount of Expense (1)::	
Type of Expense (2)::	
Type of Expense - Other (2)::	
\$ Amount of Expense (2)::	
Type of Expense (3)::	
Type of Expense - Other (3)::	
\$ Amount of Expense (3)::	
Mileage Between Schools - # Buildings:	
Mileage Between Schools - # of Days/Week.	
If Mileage - Travel Reason:	IJAS State Competition (Day 1)

If Mileage - Starting School: Dunlap High School

If Mileage - Travel Destination: State Farm Center- Champaign, IL

If Mileage - Total Miles Driven: 218

Please remember to attach all receipts and mileage sheets.

○ State Farm Center, 1800 S 1st St, Cham...

○ Dunlap High School, 5220 Legion Hall F

⊕ Add destination

Leave now ▾

Options

📱 Send directions to your phone

🔗 Copy link

🚗 **via I-74**
Fastest route, the usual traffic
Details

1 hr 44 min
109 miles

🚗 **via I-74 and US-24 W**

1 hr 58 min
110 miles



D.D.

DRAFT

**DUNLAP COMMUNITY UNIT DISTRICT #323
REIMBURSABLE EXPENSE RECORD**

****PLEASE NOTE**** This form is not part of the requirement for tuition reimbursement.
Please email Hannah Rudolphi or Matt Andrews with questions on the process.

Complete expense information, by clicking submit the form will go to your Principal.
The Building Principal will approve it and forward to the District Office.

Itemized receipts are required for reimbursement.

Credit card receipts without itemization will not be reimbursed.

Please attach a Google Maps report with driving directions for mileage reimbursement.

Today's Date::	<u>5/15/2025</u>
Name::	<u>Jewell, Tara Kimberly</u>
Primary Worksite::	<u>District Office</u>
PO#:	<u>N/A</u>
Date of Expense::	<u>5/15/2025</u>
Type of Expense (1)::	<u>Mileage between schools - 05/25</u>
Type of Expense - Other (1)::	<u>Total Miles = 6.2 x .70 = \$4.34</u>
\$ Amount of Expense (1)::	<u>100 0000 1110 392.00 01</u>
Type of Expense (2)::	
Type of Expense - Other (2)::	
\$ Amount of Expense (2)::	
Type of Expense (3)::	
Type of Expense - Other (3)::	
\$ Amount of Expense (3)::	
Mileage Between Schools - # Buildings:	<u>2</u>
Mileage Between Schools - # of Days/Week:	<u>2</u>
If Mileage - Travel Reason:	<u>OT treatments/in person IEP meeting</u>

If Mileage - Starting School: Hickory Grove Elementary School

If Mileage - Travel Destination: Wilder Waite Elementary School

If Mileage - Total Miles Driven: 52

Please remember to attach all receipts and mileage sheets.

DUNLAP COMMUNITY UNIT DISTRICT #323

REIMBURSABLE EXPENSE RECORD

NAME: TARA JEWELL COTAIL

Complete expense information and turn this in to the building principal. The building principal will submit this claim to the Superintendent's Office. Itemized receipts are required for reimbursement. Credit card receipts without itemization will not be reimbursed. Please attach a Mapquest report with driving directions for mileage reimbursement.

DATE	TRAVEL DESTINATION	REASON FOR TRAVEL	MILES DRIVEN	PARKING, TOLL	FOOD	LODGING	OTHER	TOTAL
1/7/25	HGES → WW	Contract scheduling						
1/14/25	HGES → WW	OT tx	2 miles					
1/16/25	HGES → WW → HGES	OT tx	4 miles					
1/21/25	HGES → WW	OT tx	2 miles					
1/20/25	HGES → WW	OT tx	2 miles					
2/6/25	HGES → WW	OT tx	2 miles					
2/11/25	HGES → WW	OT tx	2 miles					
2/13/25	HGES → WW	OT tx	2 miles					
2/18/25	HGES → WW	OT tx	2 miles					
2/20/25	HGES → WW	OT tx	2 miles					
2/25/25	HGES → WW	OT tx	2 miles					
2/27/25	HGES → WW	OT tx	2 miles					
3/6/25	HGES → WW	OT tx	2 miles					
3/11/25	HGES → WW	OT tx	2 miles					
3/13/25	HGES → WW	OT tx	2 miles					
3/18/25	HGES → WW	OT tx	2 miles					
3/20/25	HGES → WW	OT tx	2 miles					
4/1/25	HGES → WW	OT tx	2 miles					
4/3/25	HGES → WW	OT tx	2 miles					
4/8/25	HGES → WW	OT tx	2 miles					
4/10/25	HGES → WW	OT tx	2 miles					
4/15/25	HGES → WW	OT tx	2 miles					
4/17/25	HGES → WW	OT tx	2 miles					
4/21/25	HGES → WW	OT tx	2 miles					
4/24/25	HGES → WW	OT tx	2 miles					
4/29/25	HGES → WW	OT tx	2 miles					

Signed Tara Jewell Cotail Approved _____

Executive Director of Business Services

Approved _____

Building Principal Total Reimbursable Expenses _____

**DUNLAP COMMUNITY UNIT DISTRICT #323
REIMBURSABLE EXPENSE RECORD**

****PLEASE NOTE**** This form is not part of the requirement for tuition reimbursement.
Please email Hannah Rudolphi or Matt Andrews with questions on the process.

Complete expense information, by clicking submit the form will go to your Principal.
The Building Principal will approve it and forward to the District Office.

Itemized receipts are required for reimbursement.

Credit card receipts without itemization will not be reimbursed.

Please attach a Google Maps report with driving directions for mileage reimbursement.

Today's Date::	5/15/2025
Name::	Jewell, Tara Kimberly
Primary Worksite::	District Office
PO#::	N/A
Date of Expense::	5/15/2025
Type of Expense (1)::	Mileage between schools
Type of Expense - Other (1)::	
\$ Amount of Expense (1)::	
Type of Expense (2)::	
Type of Expense - Other (2)::	
\$ Amount of Expense (2)::	
Type of Expense (3)::	
Type of Expense - Other (3)::	
\$ Amount of Expense (3)::	
Mileage Between Schools - # Buildings:	2
Mileage Between Schools - # of Days/Week:	2
If Mileage - Travel Reason:	OT treatments/IEP in person meeting

If Mileage - Starting School:	Hickory Grove Elementary School
If Mileage - Travel Destination:	Wilder Waite Elementary School
If Mileage - Total Miles Driven:	10

Please remember to attach all receipts and mileage sheets.

D.D.

DRAFT

**DUNLAP COMMUNITY UNIT DISTRICT #323
REIMBURSABLE EXPENSE RECORD**

****PLEASE NOTE**** This form is not part of the requirement for tuition reimbursement.
Please email Hannah Rudolphi or Matt Andrews with questions on the process.

Complete expense information, by clicking submit the form will go to your Principal.
The Building Principal will approve it and forward to the District Office.

Itemized receipts are required for reimbursement.

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Please attach a Google Maps report with driving directions for mileage reimbursement.

Today's Date::	5/14/2025
Name::	Wooden, Cheryl Lynn
Primary Worksite::	Hickory Grove Elementary School
PO#::	N/A
Date of Expense::	5/14/2025
Type of Expense (1)::	Mileage
Type of Expense - Other (1)::	545 miles X .70 = \$381.50
\$ Amount of Expense (1)::	100 0000 1110 392 00 01
Type of Expense - Other (2)::	100 0000 22 10 351 00 R4
Type of Expense (2)::	Parking & Tolls - IPA Conference
\$ Amount of Expense (2)::	\$20
Type of Expense (3)::	Other
Type of Expense - Other (3)::	Gas
\$ Amount of Expense (3)::	\$44.23
Mileage Between Schools - # Buildings:	
Mileage Between Schools - # of Days/Week:	
If Mileage - Travel Reason:	

If Mileage - Starting
School: _____

If Mileage - Travel
Destination: _____

If Mileage - Total Miles
Driven: _____

Please remember to attach all receipts and mileage sheets.

Date	Meeting	To	From	Total Mileage	Parking	Gas
Meetings, Retreats, Conferences						
August 2, 2024	ROE Safety Day (DVMS)	4.9	4.9	9.8		
August 5, 2024	Admin Retreat at Kelleher's	15	15	30		
August 7, 2024	New Teacher Orientation Lunch	3.9	3.9	7.8		
August 28, 2024	Admin Health Safety Day	3.9	3.9	7.8		
September 3, 2024	Elementary Admin Meeting	3.8	3.8	7.6		
September 10, 2024	Admin Team Meeting	3.8	3.8	7.6		
October 1, 2024	Elementary Admin Meeting	3.8	3.8	7.6		
October 8, 2024	Admin Team Meeting	3.8	3.8	7.6		
October 21, 2024	IPA Conference	14.4	14.4	28.8	\$10.00	
October 22, 2024	IPA Conference	14.4	14.4	28.8	\$10.00	
November 4, 2024	Elementary Admin Meeting	3.8	3.8	7.6		
November 12, 2024	Admin Team Meeting	3.8	3.8	7.6		
December 3, 2024	Elementary Admin Meeting	3.8	3.8	7.6		
December 10, 2024	Admin Team Meeting	3.8	3.8	7.6		
January 7, 2025	Elementary Admin Meeting	3.8	3.8	7.6		
January 14, 2025	Admin Team Meeting	3.8	3.8	7.6		
February 4, 2025	Elementary Admin Meeting	3.8	3.8	7.6		
February 11, 2025	Admin Team Meeting	3.8	3.8	7.6		
March 4, 2025	Elementary Admin Meeting	3.8	3.8	7.6		
March 11, 2025	Admin Team Meeting	3.8	3.8	7.6		
April 1	Elementary Admin Meeting	3.8	3.8	7.6		
				227		
Sped Autism Classroom Class Visit						
April 16-17, 2025	Washington Elementary School Site Visit	159	159	318		
April 16	Washington Elementary School Site Visit					\$44.23

Peoria Civic Center - Fulton Lot
201 SW Jefferson
Peoria, IL 61602
202.673.0000

Peoria Civic Center - Fulton Lot
201 SW Jefferson
Peoria, IL 61602

Gas - Washington
Site Visit
4/17/2025 4:16:18 PM
Order Number: 1004516

309-673-8900

PREPAID RECEIPT



Ticket Number 555A0031492
Exit by 11:59 PM
to avoid additional charges

Keep this receipt.

You will need it to leave.

Entry 10/21/2024 07:18:52 AM
Your Stay 0d 0h 0m

Total Parking \$10.00
Balance Due \$10.00

Amount Paid \$10.00
Card Type Discover
Transaction ID 99169068

Subtotal \$10.00
Total Fee \$10.00

Thank You

309-673-8900

PREPAID RECEIPT



Ticket Number 555A0031528
Exit by 11:59 PM
to avoid additional charges

Keep this receipt

You will need it to leave

Entry 10/22/2024 07:24:55 AM
Your Stay 0d 0h 0m

Total Parking \$10.00
Balance Due \$10.00

Amount Paid \$10.00
Card Type Discover
Transaction ID 99237984

Subtotal \$10.00
Total Fee \$10.00

Thank You

Circle K 4701427
1514 W Hickory Grove
Peoria, IL 61525
(309) 243-9378

Register:100 ICP
(DUPLICATE RECEIPT)
(DUPLICATE RECEIPT)

Pay at Pump Sale
Pump # 3 UNL-REG
13.012 Gallons @ \$3.399/Gal \$44.23
Sub. Total: \$44.23
Tax: \$0.00
Total: \$44.23
Discount Total: \$0.00
Discover: \$44.23
Change \$0.00

SALE
Discover
Card Num : (C)
XXXXXXXXXXXX5657
Chip Read

USD\$ 44.23

Discover
AID: A000001523010
TVR: 000008000
IAD:
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXX
TSI: E80C
ARC: 00
ARQC:
53486700694FB683

04/17/2025 16:15:52

I agree to pay the
above Total Amount
according to Card
Issuer Agreement.

D.D.

DRAFT

DUNLAP COMMUNITY UNIT DISTRICT #323 REIMBURSABLE EXPENSE RECORD

****PLEASE NOTE**** This form is not part of the requirement for tuition reimbursement.
Please email Hannah Rudolphi or Matt Andrews with questions on the process.

Complete expense information, by clicking submit the form will go to your Principal.
The Building Principal will approve it and forward to the District Office.

Itemized receipts are required for reimbursement.

Credit card receipts without itemization will not be reimbursed.

Please attach a Google Maps report with driving directions for mileage reimbursement.

Today's Date::	5/15/2025
Name::	Mateas, Jacki Renae McKown
Primary Worksite::	District Office
PO#::	N/A
Date of Expense::	5/15/2025
Type of Expense (1)::	Mileage between schools
Type of Expense - Other (1)::	100 0000 1110 392 0001
\$ Amount of Expense (1)::	\$98.00
Type of Expense (2)::	
Type of Expense - Other (2)::	
\$ Amount of Expense (2)::	
Type of Expense (3)::	
Type of Expense - Other (3)::	
\$ Amount of Expense (3)::	
Mileage Between Schools - # Buildings:	
Mileage Between Schools - # of Days/Week:	5
If Mileage - Travel Reason:	District Wide PTA

If Mileage - Starting School: Varies

If Mileage - Travel Destination: Varies

If Mileage - Total Miles Driven: 140 x .70 = \$ 98.00

Please remember to attach all receipts and mileage sheets.

DUNLAP COMMUNITY UNIT DISTRICT #323
REIMBURSABLE EXPENSE RECORD

NAME: Jack Mateas

Complete expense information and turn this in to the building principal. The building principal will submit this claim to the Superintendent's Office. Itemized receipts are required for reimbursement. Credit card receipts without itemization will not be reimbursed. Please attach a Mapquest report with driving directions for mileage reimbursement.

DATE	TRAVEL DESTINATION	REASON FOR TRAVEL	MILES DRIVEN	PARKING, TOLL	FOOD	LODGING	OTHER	TOTAL
3/8/25	RES → HUES	District DIA	5					5
4/1/25	DUS → BES → DUS → BES		3, 3, 3					9
4/2/25	RES → BES		5					5
4/3/25	HUES → WW		2					2
4/4/25	WW → RES		2					2
4/8/25	DUS → BES		3					3
4/9/25	RES → BES → HUES → BES		5, 1, 1					7
4/10/25	HUES → WW		2					2
4/11/25	WW → BES		2					2
4/14/25	RES → HUES → BES		5, 1					6
4/16/25	DUS → BES → DUS		5, 3					8
4/17/25	HUES → WW		5, 1, 1					7
4/22/25	DUS → BES →		2					2
4/23/25	RES → BES		3					3
4/24/25	HUES → WW		5					5
4/26/25	WW → BES		2					2
4/28/25	BES → HUES		2					2
4/29/25	DUS → BES		3					3
4/30/25	RES → HUES → BES		5, 1					6
5/1/25	HUES → WW → HUES → WW		2, 2, 2					6
5/2/25	WW → BES		2					2
5/5/25	RES → HUES → DUS → HUES		5, 4, 4					13
5/6/25	DUS → BES → DUS → BES		3, 3, 3					9
5/7/25	RES → BES		5					5

Signed: Jack Mateas

Approved: _____

Executive Director of Business Services

Approved: _____

Building Principal Total Reimbursable Expenses: _____

(121)

NAME: Jacki Mateas

[illegible]

Building Principal: Total Reimbursable Expenses

D.D.

DRAFT

**DUNLAP COMMUNITY UNIT DISTRICT #323
REIMBURSABLE EXPENSE RECORD**

****PLEASE NOTE**** This form is not part of the requirement for tuition reimbursement.
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Complete expense information, by clicking submit the form will go to your Principal.
The Building Principal will approve it and forward to the District Office.

Itemized receipts are required for reimbursement.

Credit card receipts without itemization will not be reimbursed.

Please attach a Google Maps report with driving directions for mileage reimbursement.

Today's Date:: 5/19/2025

Name:: Madding, Megan L

Primary Worksite:: Dunlap Middle School

PO#: N/A

Date of Expense:: 1/6/2025

Type of Expense (1):: Mileage between schools - Per contract

Type of Expense -
Other (1)::

\$ Amount of Expense
(1):: \$ 300.00

Type of Expense (2):: RE 0000 1110 392 0001

Type of Expense -
Other (2)::

\$ Amount of Expense
(2)::

Type of Expense (3)::

Type of Expense -
Other (3)::

\$ Amount of Expense
(3)::

Mileage Between
Schools - # Buildings: 3

Mileage Between
Schools - # of
Days/Week: 5

If Mileage - Travel
Reason: Orchestra Traveling Teacher

If Mileage - Starting School: Banner > Hickory Grove

If Mileage - Travel Destination: DMS

If Mileage - Total Miles Driven: 5.1 miles

Please remember to attach all receipts and mileage sheets.

D.D.

DUNLAP COMMUNITY UNIT DISTRICT #323 REIMBURSABLE EXPENSE RECORD

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Please attach a Google Maps report with driving directions for mileage reimbursement.

Today's Date::	<u>5/19/2025</u>
Name::	<u>Bell, Sara E</u>
Primary Worksite::	<u>Dunlap High School</u>
PO#:	<u>Mileage- Spring semester</u>
Date of Expense::	<u>5/19/2025</u>
Type of Expense (1)::	<u>Mileage</u>
Type of Expense - Other (1)::	<u>10 E 1111 1111 392 1111</u>
\$ Amount of Expense (1)::	<u>\$390.81</u>
Type of Expense (2)::	<u></u>
Type of Expense - Other (2)::	<u></u>
\$ Amount of Expense (2)::	<u></u>
Type of Expense (3)::	<u></u>
Type of Expense - Other (3)::	<u></u>
\$ Amount of Expense (3)::	<u></u>
Mileage Between Schools - # Buildings:	<u></u>
Mileage Between Schools - # of Days/Week:	<u></u>
If Mileage - Travel Reason:	<u></u>

If Mileage - Starting
School: _____

If Mileage - Travel
Destination: _____

If Mileage - Total Miles
Driven: 558.3 X .70 = \$390.81

Please remember to attach all receipts and mileage sheets.

Spring 25

<u>Date</u>	<u>Mileage</u>	<u>Destination</u>	<u>Reason</u>
1/9/25	8 HGES	weekly	
1/16/25	8 HGES	weekly	
1/23/25	8 HGES	weekly	
1/28/25	1.6 DVMS	book club	
1/2025	12 WW	Meeting w/ Stacey	
1/30/25	8.2 HGES. DMS	HG weekly, book club	
1/31/25	14.4 RES	drop off supplies	
2/4/25	8.2 DO. HGES	Elem admin mtg	
2/6/25	8 HGES	weekly	
2/13/25	8 HGES	weekly	
2/14/25	1.6 DVMS	all team meeting for library staf	
2/24/25	1.6 DVMS	coverage for staff personal day	
2/25/25	1.6 DVMS	book club	
2/26/25	0.2 DMS	Book club	
2/27-2/28/25	90 Marriot Normal, IL	IYSI Conference- using my home for starting/ending point	
3/3/25	18 Recycling Center	DVMS weeded materials	
3/4/25	8 HGES	lesson plans drop off	
3/5/25	14 Cefcu	till for book fair	
3/6/25	8 HGES. Banner	weekly work day, Book Fair	
3/12	0.2 DMS	PLC	
3/12-3/14	157 Wyndham	Illinois Reading Council conference- using my house as starting/ending point	
3/17/25	8.2 DMS. HGES	teacher meeting, lesson plans drop off	
3/18/25	1.6 DVMS	Book club	
3/20/25	0.2 DMS	Book club, coverage	
3/21/25	0.2 DO	Meeting	
4/2/25	0.2 DO	Elem Mtg	
4/3/25	8 HGES	weekly work day	
4/7/25	8 HGES	weeding	

4/8/25	HGES, Recycling 26 Center, DVMS	finished weeding recycled books, dropped off Gumdrops order
4/9/25	0.2 DMS	drop off books from HGES, check displays, 1:1 Dana
4/11	12.6 BES, WW, RES, BN	delivered nonfic books, met with shelving vendor, picked up books to replace lost books at DHS
4/14	20 DMS, BN	taught 2 research lessons, picked up replacement book order for DHS
4/15	0.6 DGS, DMS	drop off non fic order, measure for new bookshelves
4/17/25	8 HGES	
4/18/25	6.2 BES	Subbing for Liz
4/22/25	13.6 HGES, WW, DVMS	no volunteer, internet out (used hotspot to scan in), book club
4/23/25	14.2 DMS, CEFCU	book club, til for book fair
4/24/25	15.3 HGES, RES	weekly visit, book fair
5/1/25	8 HGES	weekly visit
5/5/25	9.8 HGES, DVMS, DMS	supply delivery
5/6/25	12.8 Do, DMS, WW, DGS	Meeting, to buildings for inventory check and evaluations

558.3

From DHS	To	Round Trip
	Banner	6.2
	DGS	0.4
	Hickory Grove	8
	Ridgeview	14.4
	Wilder Waite	12
	DVMS	1.6
	DMS	0.2
	DAC	1
	DO	0.2
	CEFCU	14
	BN	18.8
	WalMart	12
	Recycling Center- Mossville	18
	Dunlap Public	0.2
	PPL- North	14.4

D.D.

DRAFT

**DUNLAP COMMUNITY UNIT DISTRICT #323
REIMBURSABLE EXPENSE RECORD**

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Complete expense information, by clicking submit the form will go to your Principal.
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Please attach a Google Maps report with driving directions for mileage reimbursement.

Today's Date:: 5/15/2025

Name:: Siekmann, Jacob William

Primary Worksite:: District Office

PO#: NA

Date of Expense:: 5/22/2025

Type of Expense (1):: Mileage - Extra

Type of Expense -
Other (1)::

\$ Amount of Expense
(1):: .7 x 139.2 = \$97.44

Type of Expense (2):: IEP 0000 1110 392 00 01

Type of Expense -
Other (2)::

\$ Amount of Expense
(2)::

Type of Expense (3)::

Type of Expense -
Other (3)::

\$ Amount of Expense
(3)::

Mileage Between
Schools - # Buildings:

Mileage Between
Schools - # of
Days/Week:

If Mileage - Travel
Reason: IEP Meetings and off schedule travel reasons

If Mileage - Starting School: _____

If Mileage - Travel Destination: _____

If Mileage - Total Miles Driven: _____

Please remember to attach all receipts and mileage sheets.

School-School	Miles	School-School	Miles	School-School	Miles	School-School	Miles
BES-DHS	2.9	DMS-DHS	0	RES-DHS	7	HGES-DHS	3.6
BES-RES	5.2	DMS-BES	2.9	RES-DMS	7	HGES-DMS	3.6
BES-DGS	2.9	DMS-DVMS	1.1	RES-DVMS	5.9	HGES-DVMS	4.7
BES-DMS	2.9	DMS-DGS	0.3	RES-BES	5.2	HGES-BES	1.1
BES-DVMS	4	DMS-HGES	3.6	RES-DGS	7.3	HGES-DGS	4
BES-WW	2.5	DMS-WW	5.8	RES-WW		HGES-WW	
BES-HGES	1.1	DMS-RES	7	RES-HGES	4.1	HGES-RES	4.1
DHS-BES	2.9	DVMS-DHS	1.1	DGS-DHS	0.3	WW-DHS	5.8
DHS-DMS	0	DVMS-BES	4	DGS-DMS	0.3	WW-DMS	5.8
DHS-RES	7	DVMS-DMS	1.1	DGS-DVMS	1.4	WW-DVMS	
DHS-WW	5.8	DVMS-DGS	1.4	DGS-RES	7.3	WW-DGS	6.1
DHS-DVMS	1.1	DVMS-HGES	4.7	DGS-BES	2.9	WW-HGES	
DHS-HGES	3.6	DVMS-WW		DGS-WW		WW-RES	
DHS-DGS	0.3	DVMS-RES	5.9	DGS-HGES	4	WW-BES	2.5

Meetings/Observations/Evaluations

Day	Semester 1	School-School	Miles	Day	Semester 2	School-School	Miles
8/21	DHS-BESx2	5.8	1/16	BES-DVMS	4		
8/26	DHS-BESx2	5.8	1/29	DHS-BESx2	5.8		
8/28	DHS-BESx2	5.8	2/5	DHS-BESx2	5.8		
8/30	DHS-BESx2	5.8	2/13	DHS-BES	2.9		
9/4	DHS-BESx2	5.8	2/19	DHS-BESx2	5.8		
9/10	DHS-BESx2	5.8	2/25	DHS-BES	2.9		
9/18	DHS-BESx2	5.8	2/26	DHS-BESx2	5.8		
9/24	DHS-BESx2	5.8	3/7	BES-WW	2.5		
9/25	DHS-BESx2	5.8	3/7	WW-DHS	5.8		
9/27	BES-HGESx2	2.2	3/13	BES-DMS	2.9		
10/1	BES-DMS	2.9	3/13	DMS-BES	2.9	47.1	
10/2	DHS-BESx2	5.8	3/14	DMS-BES	2.9		
10/3	BES-HGES	1.1	3/19	BES-Mark Bills	7.4		

	10/3 HGES-DHS	3.6		3/19 Mark Bills-DHS	7.7	
	10/7 DHS-BESx2	5.8		4/4 BES-RESx2	5.2	
	10/17 HGES-DHSx2	7.2		4/8 BES-LCHSx2	36	
	10/18 BES-WW	2.5		4/11 BES-HGES	1.1	
	10/18 WW-DHS	5.8		4/11 DHS-HGESx2	7.2	
	10/21 BES-HGES	1.1		4/18 DHS-BESx2	5.8	
	10/21 HGES-DHS	3.6		4/23 DHS-HGESx2	7.2	
	10/23 BES-HGESx2	2.2		4/24 BES-DHSx2	5.8	133.4
	10/29 BES-WW	2.5		5/9 BES-DMS	2.9	
	10/29 WW-DHS	5.8		5/14 BES-DMS	2.9	139.2
	10/30 DHS-BESx2	2.2				
	11/12 BES-HGESx2	2.2				
	11/13 DHS-BESx2	5.8				
	11/14 DHS-BESx2	5.8				
	11/15 BES-DHS	2.9				
	11/15 DHS-HGES	3.6				
	11/20 DHS-BESx2	5.8	132.6			
	12/3 BES-DHS	2.9				
	12/3 DHS-HGESx2	7.2				
	12/4 DHS-BESx2	5.8				
12/5-12/6	IAHPERDx2	266				
	12/9 DHS-BESx2	5.8				
	12/11 DHS-BESx2	5.8				
	12/12 Banner FT	14				
	12/18 DHS-BESx2	5.8	445.9			

D.D.

DRAFT

**DUNLAP COMMUNITY UNIT DISTRICT #323
REIMBURSABLE EXPENSE RECORD**

****PLEASE NOTE**** This form is not part of the requirement for tuition reimbursement.
Please email Hannah Rudolphi or Matt Andrews with questions on the process.

Complete expense information, by clicking submit the form will go to your Principal.
The Building Principal will approve it and forward to the District Office.

Itemized receipts are required for reimbursement.

Credit card receipts without itemization will not be reimbursed.

Please attach a Google Maps report with driving directions for mileage reimbursement.

Today's Date::	5/15/2025
Name:	Siekmann, Jacob William
Primary Worksite::	District Office
PO#:	NA
Date of Expense::	5/22/2025
Type of Expense (1)::	Mileage between schools - Per contract
Type of Expense - Other (1)::	10E 0000 1110 392 00 01
\$ Amount of Expense (1)::	\$ 300.00
Type of Expense (2)::	
Type of Expense - Other (2)::	
\$ Amount of Expense (2)::	
Type of Expense (3)::	
Type of Expense - Other (3)::	
\$ Amount of Expense (3)::	
Mileage Between Schools - # Buildings:	3
Mileage Between Schools - # of Days/Week:	5
If Mileage - Travel Reason:	

If Mileage - Starting School: _____

If Mileage - Travel Destination: _____

If Mileage - Total Miles Driven: _____

Please remember to attach all receipts and mileage sheets.