



**LIBERTYVILLE
SCHOOL DISTRICT #70**

1381 West Lake Street
Libertyville, IL 60048
Phone: (847) 362-3695
Fax: (847) 362-3603
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 COSSBA National Conference

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

Travel Departure Date 3/19/2025 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	
03/19/25	26.0	\$ 17.42	\$ 296.08				Airfare	\$ 163.48	\$ 476.98
03/20/25		\$ -	\$ 296.08				Lyft	\$ 26.79	\$ 322.87
03/21/25		\$ -	\$ 296.08						\$ 296.08
03/22/25		\$ -	\$ 296.08		\$ 6.53		Airfare	\$ 163.48	\$ 466.09
03/23/25	26.0	\$ 17.42					Parking	\$ 120.00	\$ 137.42
		\$ -					Confer	\$ 950.00	\$ 950.00
		\$ -					Total Page 2	\$ 362.23	\$ 362.23
		\$ -							\$ -
								Subtotal	\$ 3,011.67
								- Advances	\$2,467.81
Reimbursable Amount (negative amount indicates refund due from employee)									\$543.86

Wendy Schilling

4/15/2025

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



LIBERTYVILLE
SCHOOL DISTRICT #70

1381 West Lake Street
Libertyville, IL 60048
Phone: (847) 367-9625
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.

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DATE	MILEAGE		LODGING	MEALS			OTHER		DAILY TOTAL
	# OF MILES	AUTO FILLED AMOUNT		BREAKFAST	LUNCH	DINNER	ITEM	COST	
		\$ -							\$ -
03/20/25		\$ -					Lyft	\$ 26.79	\$ 26.79
		\$ -							\$ -
03/22/25		\$ -					Lyft	\$ 34.73	\$ 34.73
03/23/25		\$ -					Lyft	\$ 28.70	\$ 28.70
03/23/25		\$ -					Airfare Change	\$ 272.01	\$ 272.01
		\$ -							\$ -
		\$ -							\$ -
		\$ -							\$ -
Subtotal								\$	362.23
- Advances									
Sheet 2 Amount									\$362.23

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



Name and Address

SCHILLING, WENDY
1381 LAKE STREET
LIBERTYVILLE, IL 60048

Hotel Address

255 COURTLAND STREET NE
ATLANTA, GA 30303

HILTON ATLANTA

Room 2216/D2RC
Arrival Date 03/19/25
Departure Date 03/23/25

Adult/Child 1/0
Room Rate \$249.00

Rate Plan C-COS
Honors # 1377873219
Airline:

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

Confirmation # 3157579893

03/23/25 PAGE 1

DATE	REFERENCE	DESCRIPTION	AMOUNT
03/19/25	19023320	GUEST ROOM	\$249.00
03/19/25	19023320	STATE ROOM TAX	\$22.16
03/19/25	19023320	OCCUPANCY TAX	\$19.92
03/19/25	19023320	STATE HOTEL MOTEL FEE TAX	\$5.00
03/20/25	19026048	GUEST ROOM	\$249.00
03/20/25	19026048	STATE ROOM TAX	\$22.16
03/20/25	19026048	OCCUPANCY TAX	\$19.92
03/20/25	19026048	STATE HOTEL MOTEL FEE TAX	\$5.00
03/21/25	19028714	GUEST ROOM	\$249.00
03/21/25	19028714	STATE ROOM TAX	\$22.16
03/21/25	19028714	OCCUPANCY TAX	\$19.92
03/21/25	19028714	STATE HOTEL MOTEL FEE TAX	\$5.00
03/22/25	19030160	*MARKETPLACE	\$6.53
03/22/25	19031247	GUEST ROOM	\$249.00
03/22/25	19031247	STATE ROOM TAX	\$22.16
03/22/25	19031247	OCCUPANCY TAX	\$19.92
03/22/25	19031247	STATE HOTEL MOTEL FEE TAX	\$5.00
03/23/25	19032066	*****1552	(\$1190.85)
		** BALANCE **	\$0.00



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



Your trip confirmation (ORD - ATL)

2 messages

American Airlines <no-reply@info.email.aa.com>
To: KCOYLE@d70schools.org

Wed, Jan 29, 2025 at 10:09 AM



Issued: January 29, 2025

Your trip confirmation and receipt

You can check in via the American app 24 hours before your flight and get your mobile boarding pass.

Confirmation code: **HVNJNA**

Wednesday, March 19, 2025

	ORD Chicago O'Hare 4:03 PM	AA 3821 Operated by Envoy Air as American Eagle
	ATL Atlanta 6:58 PM	Seat: 18A Class: Economy (S) Meals:

[Manage your trip](#)

Earn up to 70,000 bonus miles*

Find the Citi® / AAdvantage® card that's right for you. Terms Apply.

[Learn more](#)



Your purchase

Wendy Schilling - AAdvantage® #: M81****

New ticket (0012210296670)

\$163.48

[\$137.84 + Taxes & carrier-imposed fees \$25.64]

Total cost **\$163.48**

Your payment

MasterCard (ending 1552) **\$163.48**

Total paid **\$163.48**

Bag information

Checked Bag (Airport)

1st bag \$40.00
2nd bag \$45.00

Checked Bag (Online*)

1st bag \$35.00
2nd bag \$45.00

Maximum dimensions: 62 inches or 158 centimeters calculated as (length + width + height)

Maximum weight: 50 pounds or 23 kilograms

Bag fees apply at each Check-in location. Additional allowances and/or discounts may apply. For information regarding American Airlines checked baggage policies, please visit: [Bag and optional fees](#)

If your flight is operated by a partner airline, see the other airline's website for carry-on and checked bag policies.

*Online payment available beginning 24 hours (and up to 4 hours) before departure.

Carry-on bags (American Airlines)

Personal item

A small purse, briefcase, laptop bag, or similar item that must fit under the seat in front of you.

Carry-on

Maximum dimensions must not to exceed: 22" long x 14" wide x 9" tall (56 x 35 x 23 cm).



[Book a hotel »](#)



[Buy trip insurance »](#)



[Book a car »](#)



[Vacations »](#)



District 70
Web Apps

Katie Coyle <kcoyle@d70schools.org>

Your Flight Receipt - WENDY SCHILLING 23MAR25

2 messages

Delta Air Lines <DeltaAirLines@t.delta.com>

Wed, Jan 29, 2025 at 10:15 AM

Reply-To: Transactional Email Reply Inbox <reply-490394-14_HTML-135901846-10982494-50579@t.delta.com>

To: kcoyle@d70schools.org

[View as a web page](#)



[Join SkyMiles®](#)

Confirmation Number

HHSNVX



You're all set. If your plans change, you can make adjustments or cancel your itinerary on **MyTrips** on the Fly Delta app or **delta.com** before your flight departs.

Have a great trip, and thank you for choosing Delta.

Passenger Info

Name: WENDY SCHILLING

FLIGHT	SEAT
DELTA 2879	29F

Visit delta.com or download the Fly Delta app to view, select or change your seat. If you purchased a Delta Comfort+™ seat or a Trip Extra, please visit My Trips to access a receipt of your purchase.

Sun, 23MAR	DEPART	ARRIVE
DELTA 2879 Main Cabin (L)	ATLANTA 5:45pm	CHICAGO-OHARE 6:56pm

MANAGE MY TRIP

Flight Receipt

Ticket #: 0062301999882

Place of Issue:

Issue Date: 29JAN25

Expiration Date: 29JAN26

METHOD OF PAYMENT	
CA*****1552	\$163.48 USD

CHARGES	
Air Transportation Charges	
Base Fare	\$137.84 USD
Taxes, Fees and Charges	
United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$5.60 USD
United States - Transportation Tax (US)	\$10.34 USD
United States - Passenger Facility Charge (XF)	\$4.50 USD
United States - Flight Segment Tax (ZP)	\$5.20 USD
TICKET AMOUNT	\$163.48 USD

Fw: Your ride with Stephen on March 19

1 message

Wendy Schilling <wmschilling@outlook.com>
To: "kcoyle@d70schools.org" <kcoyle@d70schools.org>

Tue, Apr 15, 2025 at 9:20 AM

Get Outlook for iOS

From: Lyft Receipts <no-reply@lyftmail.com>
Sent: Tuesday, April 15, 2025 7:37 AM
To: wmschilling@outlook.com <wmschilling@outlook.com>
Subject: Your ride with Stephen on March 19



MARCH 19, 2025 AT 7:51 PM

Thanks for riding with Stephen!

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

Lyft fare (10.58mi, 20m 9s)	\$30.70
Priority Pickup Upgrade	\$4.37
Tip	\$5.26



Apple Pay (Visa)

\$40.33



- **Pickup 7:51 PM**
1 Hartsfield Intl Airport, Atlanta, GA
- **Drop-off 8:11 PM**
255 Courtland St NE, Atlanta, GA

Make expensing business rides easy

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

[GET BUSINESS PROFILE](#)



Fw: Your ride with Roger Jose on March 20

1 message

Wendy Schilling <wmschilling@outlook.com>
To: "kcoyle@d70schools.org" <kcoyle@d70schools.org>

Tue, Apr 15, 2025 at 9:20 AM

Get Outlook for iOS

From: Lyft Receipts <no-reply@lyftmail.com>
Sent: Tuesday, April 15, 2025 7:38 AM
To: wmschilling@outlook.com <wmschilling@outlook.com>
Subject: Your ride with Roger Jose on March 20



MARCH 20, 2025 AT 9:28 AM

Thanks for riding with Roger Jose!

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

Standard fare (2.35mi, 6m 40s)	\$9.80
Tip	\$3.00

 Apple Pay (Visa)

\$12.80



- **Pickup 9:28 AM**
255 Courtland St NE, Atlanta, GA
- **Drop-off 9:34 AM**
532 Linwood Ave NE, Atlanta, GA

Make expensing business rides easy

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

[GET BUSINESS PROFILE](#)



Fw: Your ride with LAKEYA on March 20

1 message

Wendy Schilling <wmschilling@outlook.com>
To: "kcoyle@d70schools.org" <kcoyle@d70schools.org>

Tue, Apr 15, 2025 at 9:19 AM

Get Outlook for iOS

From: Lyft Receipts <no-reply@lyftmail.com>
Sent: Tuesday, April 15, 2025 7:38 AM
To: wmschilling@outlook.com <wmschilling@outlook.com>
Subject: Your ride with LAKEYA on March 20



MARCH 20, 2025 AT 11:00 AM

Thanks for riding with LAKEYA!

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

Standard fare (2.29mi, 10m 36s)	\$10.99
Tip	\$3.00

 Apple Pay (Visa)

\$13.99



- **Pickup 11:00 AM**
536 Linwood Ave NE, Atlanta, GA
- **Drop-off 11:10 AM**
255 Courtland St NE, Atlanta, GA

Make expensing business rides easy

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

[GET BUSINESS PROFILE](#)



Fw: Your ride with Nathanael on March 22

1 message

Wendy Schilling <wmschilling@outlook.com>
To: "kcoyle@d70schools.org" <kcoyle@d70schools.org>

Tue, Apr 15, 2025 at 9:19 AM

Get Outlook for iOS

From: no-reply@lyftmail.com <no-reply@lyftmail.com> on behalf of Lyft Receipts <no-reply@lyftmail.com>
Sent: Tuesday, April 15, 2025 7:38:40 AM
To: wmschilling@outlook.com <wmschilling@outlook.com>
Subject: Your ride with Nathanael on March 22



MARCH 22, 2025 AT 5:36 PM

Thanks for riding with Nathanael!

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

Standard fare (2.75mi, 10m 48s)
Tip

\$12.74
\$5.00



Apple Pay (Visa)

\$17.74



- **Pickup 5:36 PM**
226 Courtland St NE, Atlanta, GA
- **Drop-off 5:47 PM**
668 Metropolitan Pkwy SW, Atlanta, GA

Make expensing business rides easy

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

[GET BUSINESS PROFILE](#)



Fw: Your ride with Imoleayo on March 22

1 message

Wendy Schilling <wmschilling@outlook.com>
To: "kcoyle@d70schools.org" <kcoyle@d70schools.org>

Tue, Apr 15, 2025 at 9:18 AM

Get Outlook for iOS

From: no-reply@lyftmail.com <no-reply@lyftmail.com> on behalf of Lyft Receipts <no-reply@lyftmail.com>
Sent: Tuesday, April 15, 2025 7:38:52 AM
To: wmschilling@outlook.com <wmschilling@outlook.com>
Subject: Your ride with Imoleayo on March 22



MARCH 22, 2025 AT 6:42 PM

Thanks for riding with Imoleayo!

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

Standard fare (2.81mi, 20m 9s)

\$13.99

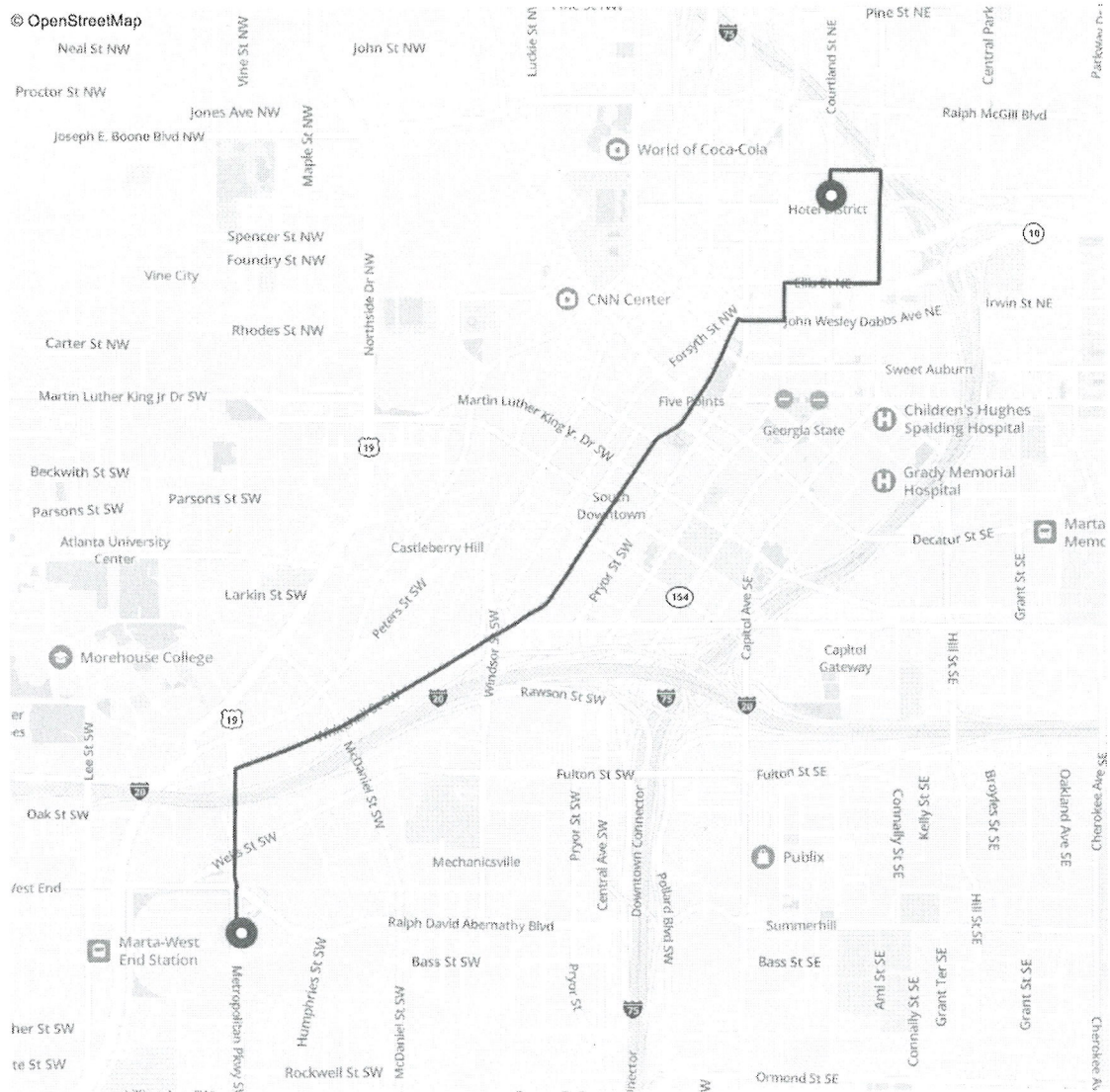
Tip

\$3.00



Apple Pay (Visa)

\$16.99



- **Pickup 6:42 PM**
668 Metropolitan Pkwy SW, Atlanta, GA

- **Drop-off 7:02 PM**
255 Courtland St NE, Atlanta, GA

Make expensing business rides easy

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

[GET BUSINESS PROFILE](#)



Fw: Your ride with H. Ian on March 23

1 message

Wendy Schilling <wmschilling@outlook.com>
To: "kcoyle@d70schools.org" <kcoyle@d70schools.org>

Tue, Apr 15, 2025 at 9:18 AM

Get Outlook for iOS

From: Lyft Receipts <no-reply@lyftmail.com>
Sent: Tuesday, April 15, 2025 7:39 AM
To: wmschilling@outlook.com <wmschilling@outlook.com>
Subject: Your ride with H. Ian on March 23



MARCH 23, 2025 AT 6:08 AM

Thanks for riding with H. Ian!

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

Standard fare (11.48mi, 17m 17s)

\$28.70



Apple Pay (Visa)

\$28.70



- **Pickup 6:08 AM**
255 Courtland St NE, Atlanta, GA
- **Drop-off 6:25 AM**
N Terminal Pkwy, Atlanta, GA

Make expensing business rides easy

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

[GET BUSINESS PROFILE](#)

Receipt 2697489

36740088

O'Hare International Airport
PO Box 66179, Chicago, IL 60666
Tel: (773) 686-7530

Lot A Daily
Cashier 834

In: 03/19/25 12:45

Out: 03/23/25 10:00

Parking Fees \$ 172.00

Validations (1): \$ 52.00

Duration: 3 Ds, 21 Hr, 15 Min

Total: \$ 120.00

American Express



XXXX XXXXXX XX312

RECEIPT




500 Fairlawn Ave
Libertyville, IL 60048

 This route has tolls.


Get on I-94 E from IL-176 E

- 8 min (3.4 mi)
- ↑ 1. Head northeast on Fairlawn Ave toward Garfield Ave
135 ft
 - ↩ 2. Turn left onto Garfield Ave
0.7 mi
 - ↪ 3. Turn right onto IL-176 E/W Park Ave
 Continue to follow IL-176 E
2.4 mi
 - ↗ 4. 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)
- ↗ 5. Merge onto I-94 E
 Toll road
9.1 mi
 - ↪ 6. Keep right to continue on I-294 S, follow signs for Indiana - O'Hare
 Toll road
12.2 mi
 - ↪ 7. Take exit 40A for I-190 W toward O' Hare
 Toll road
0.6 mi
 - ↗ 8. Continue onto I-190 W
0.4 mi



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

Chicago O'Hare International Airport  This route has tolls.
10000 W Balmoral Ave, Chicago, IL
60666

Get on I-190 E

- 2 min (0.8 mi)
- ↑ 1. Head southwest on I-190 W
 - 348 ft
 - ↷ 2. Take the Bessie Coleman Dr exit toward Airport Terminal 5/A.R.F.F. Staging Area D
 - 0.4 mi
 - ↷ 3. Use the right lane to turn right onto Bessie Coleman Dr
 - 0.2 mi
 - ↗ 4. Use the right lane to merge onto I-190 E via the ramp to Airport Terminal 5/I-90/I-294/Chicago
 - 0.2 mi

Follow I-294 N and I-94 W to IL-60 W/W Town Line Rd in Lake Forest. Take exit 19 from I-94 W

- 19 min (20.1 mi)
- ↗ 5. Merge onto I-190 E
 - 0.7 mi
 - 6. Use the right lane to take exit 1C toward I-294 N
 - 0.3 mi
 - ↷ 7. Keep right to stay on Exit 1C, follow signs for Milwaukee/Tollway/I-294 N and merge onto I-294 N
 -  Toll road
 - 13.5 mi
 - ↑ 8. Continue onto I-94 W
 -  Toll road
 - 5.3 mi
 - ↷ 9. Use the 2nd from the right lane to take exit 19 for IL-60/Town Line Rd
 - 0.3 mi
 - ↗ 10. Use the left 2 lanes to turn left onto the ramp to Vernon Hills/Mundelein
 - 89 ft

Continue on IL-60 W/W Town Line Rd. Take IL-21 N/S Milwaukee Ave to Fairlawn Ave in Libertyville

10 min (5.0 mi)
11. Use any lane to turn left onto IL-6C
Line Rd

2.3 mi

12. Turn right onto IL-21 N/S Milwaukee Ave

2.0 mi

13. Turn left onto W Golf Rd

0.3 mi

14. Turn right onto Garfield Ave

0.3 mi

15. Turn left onto Fairlawn Ave

i Destination will be on the right

135 ft

500 Fairlawn Ave

Libertyville, IL 60048



Fw: Your Flight Receipt - WENDY SCHILLING 23MAR25

1 message

Wendy Schilling <wmschilling@outlook.com>
To: "kcoyle@d70schools.org" <kcoyle@d70schools.org>

Tue, Apr 15, 2025 at 10:41 AM

The additional amount for flight change was \$272.01 paid by me.

Wendy
Get Outlook for iOS

From: Delta Air Lines <DeltaAirLines@t.delta.com>
Sent: Saturday, March 22, 2025 8:44 PM
To: wmschilling@outlook.com <wmschilling@outlook.com>
Subject: Your Flight Receipt - WENDY SCHILLING 23MAR25

[View as a web page](#)



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Confirmation Number

HHSNVX

Passenger Info

Name: WENDY SCHILLING

FLIGHT	SEAT
DELTA 1147	12B

Visit **delta.com** or download the **Fly Delta app** to view, select or change your seat. If you purchased a Delta Comfort+™ seat or a Trip Extra, please visit **My Trips** to access a receipt of your purchase.

Sun, 23MAR	DEPART	ARRIVE
DELTA 1147 Main (M)	ATLANTA 8:30am	CHICAGO-OHARE 9:35am

MANAGE MY TRIP

Flight Receipt

Ticket #: 0062316863768

Place of Issue:

Issue Date: 22MAR25

Expiration Date: 29JAN26

METHOD OF PAYMENT	
VI*****3360	\$272.01 USD

ECREDITS APPLIED	
eCredits Number	0062301999882
Passenger Name	WENDY SCHILLING
Amount Applied	163.48 USD
Applied to Ticket Number	0062316863768

CHARGES	
Air Transportation Charges	
Base Fare	\$390.87 USD
Taxes, Fees and Charges	
United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$5.60 USD
United States - Transportation Tax (US)	\$29.32 USD

United States - Passenger Facility Charge (XF)	\$4.50 USD
United States - Flight Segment Tax (ZP)	\$5.20 USD
TICKET AMOUNT	\$435.49 USD

Fare Difference - \$253.03 USD

Taxes, Fees & Charges - \$18.98 USD

Service Charge - \$0.00 USD

Total Charged - \$272.01 USD