

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

PROFESSIONAL WORKSHOP PAYMENT REQUEST FORM

Employee Name: JERRY BISHOP

Date Requested: 12/12/25

Name of Workshop: IASB CONFERENCE

Date(s) Attending: _____

Location of Workshop: CHICAGO, IL

Reason to Attend: IASB CONFERENCE

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
428 Miles @ \$ 0.700	\$ 299.60	N/A
Food:	\$ -	N/A
Lodging:	\$ -	N/A
Tuition Reimburse	\$ -	N/A
Other:	\$ 208.08	N/A
Total Final Expenses:	\$ -	
Total Requested Reimb:	\$ 507.68	Parking

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

[Signature] 12/12/25
Employee Signature / Date

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

[Signature] 12/12/25
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:	A			
	Date Paid:				
	Budget #:				

swissôtel CHICAGO

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Chicago, IL 60601
Tel: 312-565-0565
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Mr Jerry Bishoff
5009 Johanne ct
Springfield IL 62711
United States

Room : 0404
Folio # :
Cashier # : 100012075
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	Room Upgrade		150.00	
11-20-25	Room Upgrade State Tax		17.85	
11-20-25	Room Upgrade City Tax		6.75	
11-20-25	Room Upgrade County Tax		1.50	
11-20-25	Visa card	XXXXXXXXXXXX8898 XX/XX		176.10
11-20-25	Parking	184239 - Batch Posting	69.60	
11-21-25	Parking	184239 - Batch Posting	69.60	
11-21-25	Earthday Everyday Credit		-10.00	
11-22-25	Parking	184239 - Batch Posting	69.60	
11-22-25	Earthday Everyday Credit		-10.00	
11-23-25	Visa card	XXXXXXXXXXXX8898 XX/XX		208.80
11-23-25	Earthday Everyday Credit		20.00	

Tax Summary		Total Charges	384.90
Room	26.10	Total Credits	384.90
F&B	0.00		
Other	0.00		
Total	26.10	Balance	0.00