

**LIBERTYVILLE SCHOOL DISTRICT #70
LIBERTYVILLE, IL 60048**

ADLER PARK SCHOOL BUTTERFIELD SCHOOL* COPELAND MANOR SCHOOL* ROCKLAND SCHOOL* HIGHLAND MIDDLE SCHOOL*

**SCHOOL BOARD
BOARD MEMBER ESTIMATED EXPENSE APPROVAL FORM**

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.

Please print.

Name Jennifer Khan Title/Office Secretary/BOE
 Travel Destination Orlando, FL Purpose NSBA Conference
 Departure Date 30-Mar-23 Return Date 3-Apr-23

XXX	ESTIMATED EXPENSES APPROVAL REQUESTED (50 ILCS 150/20)	
	PURCHASE ORDER REQUESTED	Purchase Order # _____
	EXPENSE ADVANCEMENT VOUCHER REQUEST (105 ILCS 5/10-22.32)	Amount _____

ESTIMATED EXPENSE REPORT

Auto Travel Allowance _____ per mile

DATE	MILEAGE		COMM TRAVEL EXPENSES	LODGING	MEALS			OTHER		DAILY COST
	MILES	COST			BREAKFAST	LUNCH	DINNER	ITEM	COST	
								Registration	\$ 825.00	\$ 825.00
								PreConf Wksp	\$ 345.00	\$ 345.00
			\$ 837.00	\$ 279.00	\$ 10.00	\$ 25.00	\$ 44.00			\$ 1,195.00
				\$ 279.00	\$ 10.00	\$ 25.00	\$ 44.00			\$ 358.00
				\$ 279.00	\$ 10.00	\$ 25.00	\$ 44.00			\$ 358.00
				\$ 279.00	\$ 10.00	\$ 25.00	\$ 44.00			\$ 358.00
					\$ 10.00	\$ 25.00	\$ 44.00	Parking	\$ 140.24	\$ 219.24
TOTAL	0.0	\$ -	\$ 837.00	\$ 1,116.00	\$ 50.00	\$ 125.00	\$ 220.00		\$ 1,310.24	\$ 3,658.24

 Submitting Board Member's Signature Date

 Superintendent Signature Date

School Board Action (exceeds maximum allowable amount)

Approved
 Denied
 Approved in Part

LIBERTYVILLE SCHOOL DISTRICT #70										
LIBERTYVILLE, IL 60048										
ADLER PARK SCHOOL*BUTTERFIELD SCHOOL* COPELAND MANOR SCHOOL*ROCKLAND SCHOOL* HIGHLAND MIDDLE SCHOOL										
SCHOOL BOARD										
BOARD MEMBER ESTIMATED EXPENSE APPROVAL FORM										
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.										
Please print.										
Name	Jennifer Khan					Title/Office	Secretary/BOE			
Travel Desitnation	Orlando, FL					Purpose	NSBA Conference			
Departure Date	#####					Return Date	3-Apr-23			
XXX	ESTIMATED EXPENSES APPROVAL REQUESTED (50 ILCS 150/20)									
	PURCHASE ORDER REQUESTED					Purchase Order #				
	EXPENSE ADVANCEMENT VOUCHER REQUEST (105 ILCS 5/1)					Amount				
ESTIMATED EXPENSE REPORT										
Auto Travel Allowance	per mile									
	COMM									
	MILEAGE		TRAVEL	MEALS			OTHER		DAILY	
DATE	MILES	COST	EXPENSES	LODGING	REAKFAS	LUNCH	DINNER	ITEM	COST	COST
								Regustration	\$ 825.00	\$ 825.00
								PreConf Wksp	\$ 345.00	\$ 345.00
			####	\$ 279.00	\$ 10.00	\$ 25.00	\$ 44.00			#####
				\$ 279.00	\$ 10.00	\$ 25.00	\$ 44.00			\$ 358.00
				\$ 279.00	\$ 10.00	\$ 25.00	\$ 44.00			\$ 358.00
				\$ 279.00	\$ 10.00	\$ 25.00	\$ 44.00			\$ 358.00
					\$ 10.00	\$ 25.00	\$ 44.00	Parking	\$ 140.24	\$ 219.24
TOTAL	0.0	\$ -	####	#####	\$ 50.00	####	####		#####	#####
Submitting Board Member's Signature									Date	
Superintendent Signature									Date	
School Board Action (exceeds maximum allowable amount)										
Approved				Denied			Approved in Part			



Rose Bourgeois <rbourgeois@d70schools.org>

Updated NSBA 2023 Registration and Housing Confirmation

noreply@cmrus.com <noreply@cmrus.com>
To: rbourgeois@d70schools.org

Mon, Oct 10, 2022 at 12:39 PM



Jennifer Khan,

We are delighted you will be joining us for the NSBA 2023 Annual Conference and Exposition this year. The Annual Conference will take place April 1 - 3, 2023. Share that you're attending! Social media is an aspect of networking and collaboration. We want to help connect you with your peers before the conference. Get your social media badges here.

Registration Cancellations, Substitutions, and Refunds

NSBA accepts only written cancellations and substitutions submitted to the NSBA Registration and Hotel Support Center or via Fax at (415) 216-2535. Cancellations for registrations received on or before February 16, 2023, will receive a refund less a \$150 processing fee. There are no refunds for cancellations received on or after February 17, 2023. Registrants can expect a refund within one week of submitting their request. NSBA is not responsible for other costs incurred by participants in the event of program or registration cancellation.



R0479199

Scanning the above QR code from your mobile device or confirmation printout will greatly speed you through the registration check-in process onsite. A picture ID will be required to pick up your badge and materials.

Registrant Information

Jennifer Khan
Libertyville School District #70
212 Harding Ave
Libertyville, IL 60048
jkhan@d70schools.org

Registration Summary -- R0479199

1 NSBA Annual Conference Registration	\$725.00
1 Guest Registration	\$100.00
1 Child Guest Registration (18 years and under)	\$0.00

Total Registration Fees: \$825.00

Total Payment to Date: \$825.00

Payment Date/Type:

PO / 10/10/2022 / \$825.00

Balance: \$0.00

Purchase Order Balance: \$0.00

If you have an outstanding registration balance, you will not be able to pick up your badge until the registration has been fully paid. All balances must be paid 10 business days prior to April 1, 2023.

Hotel Reservation Summary -- 55857716

Hotel Name: Hyatt Regency Orlando
 Hotel Address: 9801 International Drive
 Orlando, FL 32819
 Arrival Date: Thursday, 3/30/2023
 Departure Date: Monday, 4/3/2023
 # of Nights: 4
 Hotel Early Departure Fee: 1 Night Room & Tax USD
 Room Type: 1 King or 2 Queen Beds
 Occupancy: Single - 1 Adult

Special Requests:

Rate: \$279
 Applicable Hotel Tax: 13.625%
 Additional Fees:
 Estimated Room + Tax Total: \$1268.04

Deposit Policy: Credit card required for guarantee at time of booking. An optional check for one night's room & tax made payable to CMR may be provided by no later than May 3, 2023. CMR/NSBA Housing never charges credit cards.

Guaranteed By: MasterCard [REDACTED]

Cancellation Policy: A penalty of one night's room and tax will apply after 3/17/2023

No Show Policy: If you fail to check-in on the scheduled date of arrival your credit card will be charged in the amount of one night's room and tax or your check deposit will be forfeited. Your reservation will also be canceled for the remainder of the stay.

Remarks: Optional Resort Fee if accepted upon check-in. This is not required of NSBA attendees, and should not be charged if guest has not approved:
 Fitness center access
 10% discount off spa treatments and merchandise
 I-Ride Trolley Tickets, 2 daily
 Free local and toll free calls
 2 Bottled waters per day

To Change or Cancel Your Hotel Reservation:

The quickest way to make changes or cancel your reservation is by logging in to the Registration and Housing Site and selecting 'Edit Reservation'.

If you need additional assistance, please contact us by sending us a message through the NSBA Registration and Hotel Support Center, or by giving us a call.

DO NOT CALL THE HOTEL DIRECTLY FOR CHANGES OR CANCELLATIONS UNTIL MARCH 21, 2023.

Note: If you are using a credit card for your deposit, please note that the hotel may charge your credit card for one night's room rate + tax prior to your arrival. You will be required to provide a form of payment for your stay upon check-in.

Failure to check in on your scheduled date of arrival or failure to abide by the stated cancellation policy may result in the loss of your entire reservation and may be subject to a cancellation penalty, no show penalty, or loss of your room deposit.

IMPORTANT CONFERENCE REGISTRATION PAYMENT INFORMATION

Purchase orders including payment may be sent via the following modes:

Secure Fax: (415) 216-2535

Email: Submitting Purchase Order / Payment

Mail check to:

National School Boards Association
PO Box 1807
Merrifield, VA 22116-8007

IMPORTANT HOTEL PAYMENT INFORMATION

Purchase orders are not accepted for hotel payment.

Housing and Registration payments must be made separately. Visit the support center for complete hotel payment instructions.

Need Help?

Visit the NSBA Registration and Hotel Support Center

Toll Free U.S. & Canada: (800) 616-8210

Outside U.S. & Canada: (415) 979-2264

Fax: (415) 216-2535