

<b><u>Invoice</u></b>	<b><u>Vendor</u></b>	<b><u>Total</u></b>	<b><u>Check Date</u></b>
Mileage 06/25	Katie Cazalet	\$490.68	6/23/2025
Mileage Winter/Sprin	Jason Holmes	\$819.54	6/23/2025
Mileage 05/25	Brooke Troisi	\$567.61	6/23/2025
Mileage 05/25	Denise Jefferson	\$272.16	6/23/2025
Mileage 05/25	Elizabeth McWhirter	\$136.08	6/23/2025
Mileage 05/25	Karen Conlon	\$175.70	6/23/2025
Mileage 05/25	Kate McCord	\$77.00	6/23/2025
Mileage 05/25	Laura Lee	\$184.97	6/23/2025
Mileage 05/25	Megan King	\$140.00	6/23/2025
Mileage 05/25	Michaela Rychener	\$159.21	6/23/2025
Mileage 05/25	Michelle Cockrell	\$300.00	6/23/2025
Mileage 05/25	Molly Hite	\$579.60	6/23/2025
Mileage meeting	Tara Jewell	\$8.40	6/23/2025
Mileage SY 24-25	Nicole Ratcliff	\$415.12	6/23/2025
Mileage SY 24-25	Stacy Good	\$519.08	6/23/2025
Mileage SY 24-25	Antonio Johnson	\$343.38	6/23/2025
Mileage SY 24-25	Jeremy Etnyre	\$256.30	6/23/2025
Mileage 05/25	Mallory Higgs	\$146.72	6/23/2025
Mileage 05/25	Michele Elmore	\$341.60	6/23/2025
Mileage 05/25	Natilie Kelly	\$189.98	6/23/2025
Mileage 05/25	Seth Reid	\$61.60	6/23/2025
Mileage 05/25	Stacey Delinski	\$60.76	6/23/2025
Mileage SY 2025	Matthew Andrews	\$798.88	6/23/2025
Mileage 05/25	Hannah Dutton	\$517.70	6/23/2025
Mileage 05/25	Hillary Tiller	\$794.41	6/23/2025
Mileage 05/25	Kirsten Nusser	\$572.60	6/23/2025
Mileage 05/25	Tara Jewell	\$43.40	6/23/2025
Mileage 05/25	Cheryl Wooden	\$401.50	6/23/2025
Mileage 05/25	Jacki Mateas	\$98.00	6/23/2025
Mileage 05/25	Megan Madding	\$300.00	6/23/2025
Mileage 05/25	Sara Bell	\$390.81	6/23/2025
Mileage 05/25 Extra	Jacob Siekmann	\$97.44	6/23/2025
Mileage 05/25	Jacob Siekmann	\$300.00	6/23/2025
		<b>\$10,560.23</b>	

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:: 6/4/2025

Name:: Cazalet, Katherine Lynne

Primary Worksite:: Dunlap High School

PO#: N/A

Date of Expense:: 6/4/2025

Type of Expense (1):: Mileage

Type of Expense -  
Other (1)::

\$ Amount of Expense  
(1):: ~~\$490.00~~ \$490.68

Type of Expense (2):: 10E 0000 2410 392 00 02

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: Misc.

If Mileage - Starting School: \_\_\_\_\_

If Mileage - Travel Destination: \_\_\_\_\_

If Mileage - Total Miles Driven: \_\_\_\_\_

Please remember to attach all receipts and mileage sheets.

**Katie Cazalet Principal Mileage  
Winter/Spring 2024-2025**

DATE	LOCATION	REASON	MILEAGE
12/3	Galesburg HS	GBB	86
12/4	Weaverridge	Mid-Illini Meeting	18
12/27	Normal West HS	BBB	100
12/28	Normal West HS	BBB	100
1/8	Weaverridge	Mid-Illini Meeting	18
1/24	Metamora	BBB	56
2/8	Weaverridge	MI Meeting	18
2/18	Richwoods HS	GBB	16
3/5	Weaverridge	Mid-Illini Meeting	18
4/10	Weaverridge	Mid-Illini Meeting	18
4/19	Embassy Suites	Prom	34
4/28	Five Points	CIV Student Breakfast	44
5/6	Civic Center	Sterling Merit	32
5/7	Weaverridge	Mid-Illini Meeting	18
5/18	Renaissance Coliseum	Graduation	28
5/31	Eastside Centre	Baseball Regional	40
6/3	Eastside Centre	Softball Sectional	40
6/4	IVC High School	Baseball Sectional	30
		Total Winter/Spring Mileage	714

304  
x .67  
# 203.68

410  
x .70  
# 287.00  
# 490.68

Total Fall Mileage: 714 x .70 = ~~\$499.80~~ \$490.68

Jason Holmes

DD

Date	Where	Purpose	Mileage
12/6/24	Pekin	GBB	50
12/13/24	Limestone	BB	34
12/26/24	Illinois Wesleyan	BB	106
12/27/28	Normal West	BB	106
12/28/24	Bloomington (Normal West)	BB	106
1/7/25	Rock Island	BB	180
1/8/25	Weaver Ridge	Mid Illini Meeting	20
1/10/25	Morton	GBB	50
1/31/25	Grossinger Motor Arena (Bloc Dance		116
1/31/25	East Peoria	BB	40
2/5/25	Weaver Ridge	Mid Illini Meeting	20
4/10/25	Weaver Ridge	Mid Illini Meeting	20
5/7/25	Weaver Ridge	Mid Illini Meeting	20
5/28/25	East Side	Baseball	40
5/30	Geneseo	Softball	134
6/3/25	East Side	Softball	40
6/4/25	Metamora	Baseball	56
6/4/25	Sunset Hills CC	Mid Illini Meeting	50
		Total	1188

402

x .67

\$269.34

786

x .76 =

\$596.16

Total = \$819.54

105 000 1500 392 00 02



Dunlap Community  
Unit School District #323

Robin Wade <rwade@dunlapcusd.net>

## Spreadsheet shared with you: "Mileage for Athletic Director"

1 message

Jason Holmes (via Google Sheets) <drive-shares-dm-noreply@google.com>

Mon, Jun 9, 2025 at 9:51 AM

Reply-To: Jason Holmes <jholmes@dunlapcusd.net>

To: rwade@dunlapcusd.net

## Jason Holmes shared a spreadsheet



Jason Holmes (jholmes@dunlapcusd.net) has invited you to **view** the following spreadsheet:

Robin

Attached is my mileage for Winter/Spring 2024-25. The tabs are at the bottom of the document.

Thanks



Mileage for Athletic Director

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because jholmes@dunlapcusd.net shared a spreadsheet with you from Google Sheets.

Google Workspace

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:: 5/22/2025

Name:: Troisi, Brooke A.B.

Primary Worksite:: Banner Elementary School

PO#: N/A

Date of Expense:: 5/22/2025

Type of Expense (1):: Mileage between schools

Type of Expense -  
Other (1)::

\$ Amount of Expense  
(1):: \$ 567.61

Type of Expense (2):: 106 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.



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

NAME \_\_\_\_\_ Bus# \_\_\_\_\_ From \_\_\_\_\_

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
8/13/24	DMS to RES	IEP Meeting	7.3					
8/15/24	BES to DMS	IEP Meeting	3					
8/21/24	DMS to RES Roundtrip	Staff consultation	14.6					
8/26/24	DMS to RES Roundtrip	IEP Meeting	14.6					
8/27/24	BES to DMS	IEP Meeting	3					
8/27/24	DMS to RES Roundtrip	IEP Meeting	14.6					
8/29/24	RES to DMS	Student testing	7.3					
8/29/24	DMS to RES	IEP Meeting	7.3					
8/30/24	BES to DMS	Student testing	3					
8/30/24	DMS to BES	IEP Meeting	3					
9/3/24	RES to DMS	Student testing	7.3					
9/4/24	RES to DMS	Student testing	7.3					
9/5/24	BES to DMS	Student testing	3					
9/6/24	RES to DMS	Student testing	7.3					
9/6/24	DMS to BES Roundtrip	Student testing	6					
9/10/24	BES to RES	Staff consultation	5.1					
9/11/24	BES to RES	Student testing	5.1					
9/12/24	BES to RES	Student testing	5.1					
9/13/24	BES to DMS	Student testing	3					
9/16/24	BES to DMS	Student testing	3					
9/19/24	BES to DMS	Student testing	3					
9/20/24	RES to BES	Student testing	5.1					
9/20/24	BES to DMS	Student testing	3					
9/23/24	BES to DMS	Student testing	3					
9/24/24	RES to DMS	Student testing	7.3					
9/26/24	DMS to BES Roundtrip	Student testing	6					
9/27/24	RES to DMS	Staff consultation	7.3					
9/30/24	BES to DMS	Student testing	3					
10/1/24	RES to DMS	Student testing	7.3					
10/3/24	BES to DMS to RES	Student testing	10.3					
10/4/24	RES to DMS	Student testing	7.3					
10/7/24	RES to BES to DMS	Student testing	10.3					
10/8/24	DMS to RES	Student testing and meeting	7.3					
10/10/24	DMS to BES Roundtrip	Student testing	6					
10/11/24	DMS to BES to RES	Student test and meeting	10.3					
10/17/24	RES to DMS	Student testing	7.3					
10/22/24	DMS to RES	IEP Meeting	7.3					

10/29/24	BES to RES to DMS	Student testing	10.3					
11/1/24	BES to DMS	MTSS meetings and student	3					
11/4/24	RES to DMS	Student testing	7.3					
11/5/24	BES to DMS Roundtrip	Student testing	6					
11/6/24	BES to RES	IEP Meetings	5.1					
11/7/24	RES to BES	Testing and IEP meeting	5.1					
11/7/24	BES to DMS	Office work	3					
11/7/24	DMS to RES	Student testing	7.3					
11/11/24	RES to DMS Roundtrip	Student testing and meeting	14.6					
11/12/24	RES to DMS	IEP meeting	7.3					
11/13/24	RES to DMS	Student testing	7.3					
11/14/24	BES to DMS	Student testing	3					
11/18/24	BES to RES	Student testing and meeting	5.1					
11/19/24	RES to DMS	Student testing	7.3					
11/19/24	DMS to BES Roundtrip	Student testing	6					
11/20/24	RES to DMS	IEP Meeting	7.3					
11/21/24	BES to RES	IEP Meeting	5.1					
11/21/24	RES to DMS	Student testing	7.3					
11/22/24	DMS to BES Roundtrip	IEP Meeting	6					
11/25/24	BES to DMS	Student testing	3					
12/2/24	DMS to RES	Student testing	7.3					
12/5/24	DMS to BES	Staff meeting	3					
12/6/24	BES to DMS	IEP meeting	2					
12/9/24	RES to DMS	IEP Meeting	7.3					
12/9/24	DMS to BES	Student testing and meeting	3					
12/10/24	RES to DMS	Student testing	7.3					
12/10/24	DMS to BES Roundtrip	Student testing	6					
12/10/24	DMS to BES Roundtrip	Student testing	6					
12/11/24	RES to DMS	Student testing	7.3					
12/11/24	DMS to RES	Student testing	7.3					
12/18/24	RES to BES	IEP Meeting	5.1					
1/6/25	DMS to RES	Student testing	7.3					
1/7/25	RES to BES Roundtrip	Student testing and meeting	10.2					
1/8/25	RES to DMS	Student testing	7.3					
1/10/25	BES to DMS	IEP Meeting	3					
1/13/25	BES to DMS	IEP Meeting	3					
1/14/25	RES to DMS	Student testing	7.3					
1/14/25	DMS to BES	Student testing and meeting	3					
1/15/25	RES to DMS	Student testing	7.3					
1/16/25	BES to DMS Roundtrip	Student testing and meeting	6					
1/17/25	RES to DMS	Student testing	7.3					
1/22/25	BES to DMS	Student testing	3					
1/24/25	DMS to BES Roundtrip	Student testing	6					
1/27/25	BES to DMS	Student testing	3					
1/28/25	DMS to BES	Student testing and meeting	2					
1/29/25	RES to DMS	Student testing	7.3					

430

X.57  
B.12.10

1/30/25	DMS to BES	Student testing	3					
1/31/25	DMS to BES Roundtrip	Student testing	6					
2/3/25	DMS to RES Roundtrip	Student testing	14.6					
2/4/25	BES to DMS	Student testing	3					
2/4/25	DMS to RES	Domains meetings	7.3					
2/7/25	BES to DMS	Student testing	3					
2/14/25	BES to DMS	Student testing	3					
2/18/25	RES to DMS	IEP meeting	7.3					
2/18/25	DMS to BES	IEP meetings	3					
2/19/25	BES to DMS	Student testing	3					
2/20/25	DMS to BES Roundtrip	Student testing	6					
2/1/25	BES to DMS	Student observation	3					
2/21/25	DMS to BES	Student Testing	3					
2/21/25	BES to DMS	Student testing	3					
2/25/25	DMS to BES	IEP Meeting	3					
3/4/25	DMS to BES	Student testing	3					
3/5/25	BES to DMS to BES	Testing and IEP meeting	6					
3/6/25	RES to BES	Student testing	5.1					
3/6/25	BES to DMS	IEP meeting	3					
3/7/25	BES to DMS	IEP meeting	3					
3/11/25	RES to DMS	Student testing	7.3					
3/11/25	DMS to BES	Student testing	3					
3/12/25	RES to DMS	Student testing	7.3					
3/12/25	DMS to BES	IEP meeting	3					
3/13/25	BES to DMS	IEP meetings	3					
3/14/25	RES to DMS	Student testing	7.3					
4/1/25	RES to DMS	Student testing	7.3					
4/2/25	BES to DMS	Student testing	3					
4/3/25	DMS to BES	IEP Meeting	3					
4/4/25	RES to DMS	Student testing	7.3					
4/7/25	BES to DMS	Student testing	3					
4/8/25	DMS to BES Roundtrip	Student testing	6					
4/10/25	BES to DMS Roundtrip	Student meeting	6					
4/14/25	RES to DMS	Student testing	7.3					
4/14/25	DMS to BES	IEP Meeting	3					
4/15/25	DMS to RES Roundtrip	IEP Meeting	14.6					
4/16/25	DMS to BES Roundtrip	IEP Team meeting	6					
4/17/25	RES to DMS	Student testing	7.3					
4/22/25	DMS to RES	IEP Meeting	7.3					
4/23/25	BES to DMS	IEP Meeting	3					
4/24/25	DMS to BES	IEP Meeting and Testing	3					
4/25/25	BES to DMS	IEP Meetings	3					
4/26/25	DMS to RES Roundtrip	Student testing	14.6					
4/29/25	RES to DMS	Student testing	7.3					
4/29/25	DMS to BES	Student observation	3					
4/30/25	RES to DMS	IEP Meetings	7.3					

5/1/25	DMS to BES Roundtrip	Student testing	6					
5/2/25	BES to DMS	IEP Meeting	3					
5/5/25	BES to DMS	Student counseling session	3					
5/7/25	BES to DMS	IEP Meetings	3					
5/7/25	DMS to RES	Student testing	7.3					
5/13/25	DMS to RES Roundtrip	IEP Meeting	14.6					
5/14/25	DMS to BES	IEP Meeting	3					
5/15/25	DMS to BES Roundtrip	IEP Meeting	6					
5/20/25	DMS to BES	IEP Meeting	3					
5/21/25	DMS to RES	IEP Meetings	7.3					
5/22/25	DMS to RES Roundtrip	IEP Meeting	14.6					
<b>TOTAL</b>								<b>829.3</b>

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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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::	5/23/2025
Name::	Jefferson, Denise Elizabeth
Primary Worksite::	Dunlap High School
PO#::	NA
Date of Expense::	5/23/2025
Type of Expense (1)::	Mileage
Type of Expense - Other (1)::	
\$ Amount of Expense (1)::	<del>\$252.20</del> \$272.16
Type of Expense (2)::	100 1000 1110 39.2 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.

### Denise Jefferson 2024-25 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
------	----------------------	--------------

#### 2nd semester mileage 2025

1/14/2025	DHS, WW, DHS	10.6
1/15/2025	DHS, Banner, DHS	6.2
1/16/2025	DHS, HGES, DHS	7.8
1/17/2025	DHS, WW, DHS	10.6
1/23/2025	DHS, Banner, DMS, HGES, DHS	14
1/27/2025	DHS, WW, DHS	10.6
1/28	DHS, WW, DHS	10.6
1/29/2025	DHS, HGES, DHS, Banner, WW, DHS	24.6
1/30/2025	DHS, HGES, DHS	7.8
2/3/2025	DHS, HGES, DHS	7.8
2/4/2025	DHS, WW, DHS	10.6
2/11/2025	DHS, Banner, DHS	6.2
2/13/2025	DHS, WW, DHS	10.6
2/14/2025	DHS, Banner, DHS	6.2
2/18/2025	DHS, HGES, DHS	7.8
2/27/2025	DHS, Banner, WW, DHS	10.9
3/6/2025	DHS, WW, DHS	10.6
3/7/2025	DHS, HGES, DHS	7.8
3/11/2025	DHS, Banner, DHS	6.2
3/13/2025	DHS, HGES, DHS, Wilder Waite, DHS	26.20
3/18/2025	DHS, Banner, DHS	\$6.20
3/19/2025	DHS, Mark Bills, DHS	<b>13.40</b>
3/20/2025	DHS, HGES, DHS	<b>7.80</b>
3/31/2025	DHS, Banner, DHS	<b>6.20</b>
4/2/2025	DHS, Banner, DHS	<b>6.20</b>
4/3/2025	DHS, Wilder Waite, DHS	<b>10.60</b>
4/8/2025	DHS, Banner, DHS	<b>6.20</b>
4/9/2025	DHS, WW, DHS	<b>10.60</b>
4/10/2025	DHS, HGES, DHS	<b>7.80</b>
4/17/2025	DHS, Banner, WW, DHS	<b>10.90</b>
4/23/2025	DHS, HGES, DHS	<b>7.80</b>
4/28/2025	DHS, Banner, DHS	<b>6.20</b>
4/30/2025	DHS, HGES, DHS	<b>7.80</b>
5/1/2025	DHS, Wilder Waite, DHS	<b>10.60</b>
5/6/2025	DHS, Banner, DHS	<b>6.20</b>

### Denise Jefferson 2024-25 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
5/8/2025	Banner, HGES, Wilder Waite, DHS	11.70
5/11/2025	DHS, HGES, DHS	7.80
5/13/2025	DHS, Banner, DHS	6.20
5/14/2025	DHS, Banner, Wilder Waite, DHS	10.90
5/21/2025	DHS, HGES, DHS	7.80
5/22/2025	DHS, Banner, DHS	6.20
		388.80

x :655- 70

\$252.20

# 272.16



D.D.

DRAFT

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

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

Today's Date:: 5/22/2025

Name:: McWhirter, Elizabeth Amelia

Primary Worksite:: District Office

PO#: NA

Date of Expense:: 5/22/2025

Type of Expense (1):: Mileage between schools

Type of Expense -  
Other (1)::

\$ Amount of Expense  
(1):: \$ 136.28

Type of Expense (2):: 10E 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: 2

Mileage Between  
Schools - # of  
Days/Week:

If Mileage - Travel  
Reason: OT treatment

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 Elizabeth McWhirter

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
8/27/24	RES to WW back to RES	OT TX	6					
9/10/24	RES to WW back to RES	OT TX	6					
9/17/24	RES to WW back to RES	OT TX	6					
9/24/24	RES to WW back to RES	OT TX	6					
10/1/24	RES to WW back to RES	OT TX	6					
10/15/24	RES to WW back to RES	OT TX	6					
10/22/24	RES to WW back to RES	OT TX	6					
10/29/24	RES to WW back to RES	OT TX	6					
11/12/24	RES to WW back to RES	OT TX	6					
11/19/24	RES to WW back to RES	OT TX	6					
11/26/24	RES to WW back to RES	OT TX	6					
12/3/24	RES to WW back to RES	OT TX	6					
12/10/24	RES to WW back to RES	OT TX	6					
12/17/24	RES to WW back to RES	OT TX	6					
1/7/25	RES to WW back to RES	OT TX	6					
1/14/25	RES to WW back to RES	OT TX	6					
1/21/25	RES to WW back to RES	OT TX	6					
1/28/25	RES to WW back to RES	OT TX	6					
2/11/25	RES to WW back to RES	OT TX	6					
2/18/25	RES to WW back to RES	OT TX	6					
2/25/25	RES to WW back to RES	OT TX	6					
3/4/25	RES to WW back to RES	OT TX	6					
3/11/25	RES to WW back to RES	OT TX	6					
3/18/25	RES to WW back to RES	OT TX	6					
4/8/25	RES to WW back to RES	OT TX	6					
4/15/25	RES to WW back to RES	OT TX	6					
4/22/25	RES to WW back to RES	OT TX	6					

84  
x.67  
-----  
\$56.28

Signed \_\_\_\_\_ Approved \_\_\_\_\_

Executive Director of Business Services

Approved \_\_\_\_\_

Building Principal Total Reimbursable Expenses \_\_\_\_\_

## REIMBURSABLE EXPENSE RECORD

NAME: Elizabeth McWhirter

[illegible]

Signed \_\_\_\_\_ Approved \_\_\_\_\_

Approved \_\_\_\_\_

Building Principal	Total Reimbursable Expenses
1	2

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::	5/23/2025
Name::	Conlon, Karen Rose
Primary Worksite::	Dunlap Middle School
PO#::	N/A
Date of Expense::	5/23/2025
Type of Expense (1)::	Mileage
Type of Expense - Other (1)::	
\$ Amount of Expense (1)::	<del>168.17</del> \$ 175.76
Type of Expense (2)::	ICE 1000 1110 392 CC 0:1
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.

## DUNLAP COMMUNITY UNIT DISTRICT #323

## REIMBURSABLE EXPENSE RECORD

NAME: Karen Conlon

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
1/16/25	HGES → Lighthouse Academy → HGES		8					
1/17/25	HGES → DHS → HGES	Mtg.	8					
1/29/25	HGES → Purple Panda → HGES	Screening	8					
2/5/25	HGES → DHS → WN → HGES	AM lesson	12					
2/5/25	"	PM lesson	12					
2/6/25	HGES → RES → HGES	Testing	10					
2/19/25	HGES → Lighthouse → HGES		8					
2/25/25	HGES → United Pres. Park → HGES	Observ.	11					
2/26/25	HGES → Purple Panda → HGES	Screening	8					
3/5/25	HGES → DHS → WN → HGES	AM lesson	12					
3/5/25	"	PM lesson	12					
3/6/25	HGES → Lighthouse → HGES		8					
3/7/25	HGES → DHS → HGES	Mtg.	8					
3/11/25	HGES → DHS → HGES	Testing	8					
3/19/25	HGES → Purple Panda → HGES	Screening	8					
4/1/25	HGES → RES → HGES	Testing	10					
4/1/25	HGES → Lighthouse		4					
4/2/25	HGES → DHS → WN → HGES	AM lesson	12					
4/2/25	"	PM lesson	12					
4/4/25	HGES → DHS → HGES	Mtg.	8					
4/9/25	HGES → DO	Mtg.	4					
4/15/25	HGES → Lighthouse → HGES		8					
4/16/25	HGES → DHS	Mtg.	4					
4/22/25	HGES → DHS	Testing	4					
							Page 1	207
							Page 2	44
							Total	251

Signed Karen Conlon Approved \_\_\_\_\_

Executive Director of Business Services

Approved \_\_\_\_\_

Building Principal Total Reimbursable Expenses \$168.17

X-0.67 76  
\$168.17 175.76

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.

Signed *Ken Cook* Approved \_\_\_\_\_

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::	5/21/2025
Name::	McCord, Kate Elizabeth
Primary Worksite::	District Office
PO#:	n/a
Date of Expense::	5/21/2025
Type of Expense (1)::	Mileage between schools
Type of Expense - Other (1)::	
\$ Amount of Expense (1)::	77.00
Type of Expense (2)::	10E 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:	
Mileage Between Schools - # of Days/Week:	
If Mileage - Travel Reason:	For occupational therapy services

If Mileage - Starting School: \_\_\_\_\_

If Mileage - Travel Destination: \_\_\_\_\_

If Mileage - Total Miles Driven: 110 \_\_\_\_\_

Please remember to attach all receipts and mileage sheets.

# DUNLAP COMMUNITY UNIT DISTRICT #323

## REIMBURSABLE EXPENSE RECORD

NAME Kate McLeod

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	BES → HGES	OT	1					
1/9/25	BES → WW		2					
1/14/25	DHS → WW		3					
1/21/25	DHS → BES		3					
1/24/25	DHS → BES		3					
1/27/25	WW → DMS		3					
2/7/25	DMS → BES		3					
2/10/25	BES → DHS → BES		5					
2/20/25	BES → DGS		3					
2/21/25	WW → BES → WW		4					
2/26/25	DMS → DGS		2					
3/3/25	BES → DMS		2					
3/13/25	WW → BES		2					
3/14/25	DMS → BES		2					
3/19/25	BES → RES → BES		10					
3/20/25	BES → DMS → BES		6					
4/1/25	WW → DMS → WW		12					
4/14/25	HGES → WW → BES		4					
4/28/25	BES → DGS → BES		5					
5/5/25	BES → WW		2					
5/12/25	BES → HGES → RES → HGES		11					
5/14/25	BES → WW		2					
5/20/25	DHS → BES		4					
5/24/25	DMS → HGES		3					
5/29/25	HGES → DMS → HGES		3					

Signed Kate McLeod Approved \_\_\_\_\_

Executive Director of Business Services

Approved \_\_\_\_\_

Building Principal Total Reimbursable Expenses \_\_\_\_\_

110 x .70 = \$77.00

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::	5/22/2025
Name::	Lee, Laura Renee
Primary Worksite::	District Office
PO#:	N/A
Date of Expense::	5/22/2025
Type of Expense (1)::	Mileage between schools
Type of Expense - Other (1)::	
\$ Amount of Expense (1)::	184.97
Type of Expense (2)::	10 E 666 1111 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.

Date	Travel Destination	Mileage	Reason
	DMS to BES then WW		
8/15/24	back to DMS		12 Deliver Ipad no longer used at BES to WW
9/18/24	DMS to WW and back		12 Hearing and Vision
9/18/24	DMS to WW and back		12 Hearing and Vision
10/11/24	DMS to RES and back		15 IEP meeting
12/3/24	HGES to DMS		4 504 meeting
1/9/25	DMS to <del>BES</del> and back		6 Provide Nursing Care at BES
1/10/25	BES to DMS		3 IEP meeting
1/28/25	BES to DMS		3 IEP meeting
2/6/25	DMS to BES and back		6 Take needed medical supply to BES nurse
2/25/25	DMS to BES and back		6 Provide Nursing Care at BES
3/5/25	DHS to BES and back		6.4 Provide Nursing Care at BES
3/5/25	DHS to RES and back		15 Hearing and Vision
3/7/25	BES to DHS		3.2 IEP meeting
	DHS to D150 District		
3/11/25	Office/Jolt and back to DHS		31 Drop off audiometer and sharps
3/11/25	DHS to D150 District Office		24 Pick up audiometer
	DHS to HGES to BES		
3/17/25	and back to DHS		8.1 Hearing and Vision
3/18/25	DHS to RES		7.5 Hearing and Vision
3/20/25	DHS to HGES and back		7.8 Attend Field Trip with student
4/7/25	DHS to RES		7.5 Hearing and Vision
5/5/25	DHS to HGES and back		7.8 Hearing and Vision
5/8/25	DHS to HGES		3.6 IEP meeting
	DHS to HGES to RES back		
5/12/25	to DHS		18 Hearing and Vision
5/15/25	DHS to BES and back		5 Field Trip
5/20/25	DHS to HGES and back		6 Hearing and Vision
	DHS to BES, HGES, WW, and RES		
	then Peoria Heights Police Departmen		Medication pick-up and disposal,
5/22/25	to Jolt Foundation, and back to DHS		36.7 sharps disposal, and return Narcan
	Total	266.6	

55 miles  
 x .67  
 \$36.85

211.6  
 x .70  
 \$148.12

Total \$184.97

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::	5/22/2025
Name::	King, Megan Elizabeth
Primary Worksite::	District Office
PO#:	NA
Date of Expense::	1/6/2025
Type of Expense (1)::	Mileage
Type of Expense - Other (1)::	Second Semester
\$ Amount of Expense (1)::	\$ 146.00
Type of Expense (2)::	100 0000 1110 372 0000
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:	Traveling Position

If Mileage - Starting School: 5 schools

If Mileage - Travel Destination:

If Mileage - Total Miles Driven: 200

Please remember to attach all receipts and mileage sheets.



# **DUNLAP COMMUNITY UNIT DISTRICT #323**

## **REIMBURSABLE EXPENSE RECORD**

**NAME :** Megan King

2/16/25- 5/22/25

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. (Dr. Hastings/Post to Tyler- semesters)

DATE	TRAVEL DESTINATION	REASON FOR TRAVEL	MILES DRIVEN	OTHER	TOTAL
2/18	DMS-HGES	Villa meeting, meet with Nicole	4		4
2/18	HGES-DHS	HS student support	4		4
2/20	DMS- Banner	Admin (consulting) meeting	3		3
2/24	Banner-Total Spectrum	4921 N Glen Park Pl Peoria IL 61614 (Observe student in AEA therapy)	9		9
2/24	Total Spectrum-Banner	IEP meeting for the student	9		9
2/25	Banner-DGS	Re-eval assessments	3		3
2/27	VW-Banner	Student Support	2		2
2/27	Banner-DMS	Student Check in	3		3
2/28	DGS-Banner	Student Observations	3		3
3/4	DGS-VW	Student Observation-Meeting	6		6
3/5	VW-Easter Seals Learning Academy	(110 Fandel Rd Germantown Hills IL 61548) Student Visit	17		17
3/6	VW-DMS	IEP meetings	6		6
3/7	Banner-DMS	Villas meeting and IEP meeting	3		3
3/11	DMS-VW	Evaluations	6		6
3/18	Banner-VW	Student Observations	2		2
3/19	DHS-Banner	Student Observations	3		3
3/20	Banner-DMS	Student Observations	3		3
3/21	VW-DMS	Teacher Meeting	6		6
3/31	DMS-VW	Student assessments	6		6
4/1	Banner-DHS	Student Support	3		3
4/2	VW-Banner	PLC	2		2
4/9	Banner-VW	PLC	2		2
4/10	DMS-Banner	Student Observation	3		3
4/11	VW-DHS	Meet with teachers	6		6
4/14	VW-Banner	Student observations	2		2
4/15	Banner-VW	IEP meetings	2		2
4/15	VW-DMS	Student observation	6		6

[illegible]



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>5/28/2025</u>
Name::	<u>Rychener, Michaela Leigh</u>
Primary Worksite::	<u>Dunlap Grade School</u>
PO#:	<u>N/A</u>
Date of Expense::	<u>8/5/2024</u>
Type of Expense (1)::	<u>Mileage</u>
Type of Expense - Other (1)::	<u></u>
\$ Amount of Expense (1)::	<u><del>162.26</del> \$159.21</u>
Type of Expense (2)::	<u>Mileage 108 0000 2410 392 00 06</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>admin mileage</u>

If Mileage - Starting School: \_\_\_\_\_

If Mileage - Travel Destination: \_\_\_\_\_

If Mileage - Total Miles Driven: \_\_\_\_\_

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.

Credit card receipts without itemization will not be reimbursed.

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

Today's Date::	5/28/2025
Name::	Cockrell, Michelle Marie
Primary Worksite::	District Office
PO#:	N/A
Date of Expense::	5/28/2025
Type of Expense (1)::	Mileage between schools - Per Contract
Type of Expense - Other (1)::	
\$ Amount of Expense (1)::	mileage reimbursement per contract
Type of Expense (2)::	\$ 300.00
Type of Expense - Other (2)::	ICE 0000 1110 392 00 01
\$ 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:	mileage reimbursement School Psychologist

If Mileage - Starting  
School: \_\_\_\_\_

If Mileage - Travel  
Destination: \_\_\_\_\_

If Mileage - Total Miles  
Driven: \_\_\_\_\_

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 Rudolph 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:: 5/22/2025

Name:: Hite, Molly May

Primary Worksite:: District Office

PO#: n/a

Date of Expense:: 5/22/2025

Type of Expense (1):: Mileage between schools

Type of Expense -  
Other (1):: 828 driven during semester 2

\$ Amount of Expense  
(1):: ~~\$554.76~~ \$579.60

Type of Expense (2):: 10 E 2000 2/11 392 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: 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.

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

NAME : 

Molly Hite
January 2025-May 2025

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. (Dr. Hastings/Post to Tyler- semesters)

DATE	TRAVEL DESTINATION	REASON FOR TRAVEL	MILES DRIVEN	OTHER	TOTAL
1/6	HGES-DMS	student	4		
1/7	HGES-RES	student	5		
	RES-DVMS	meeting	6		
	DVMS-HGES	student	5		
1/9	HGES-DVMS	student	5		
	DVMS-RES	student	6		
	RES-HGES	student	5		
1/13	HGES-DMS	student	4		
1/14	HGES-RES	student	5		
	RES-DHS	student	7		
	DHS-HGES	student	4		
1/15	HGES-WW	student	2		
	WW-RES	student	3		
	RES-HGES	student	5		
1/17	HGES-DHS	student	4		
	DHS-HGES	student	4		

	HGES-WW	student	2		
1/21	HGES-DVMS	meeting	5		
	DVMS-RES	student	6		
	RES-HGES	student	5		
1/22	HGES-DGS	student	4		
	DGS-HGES	student	4		
1/23	HGES-RES	student	5		
	RES-HGES	student	5		
1/24	HGES-DVMS	meeting	5		
	DVMS-HGES	student	5		
1/27	HGES-DHS	meeting	4		
	DHS-DVMS	student	1		
	DVMS-DGS	student	1		
	DGS-HGES	student	4		
	HGES-DMS	student	4		
1/28/25	HGES-BES	meeting	1		
	BES-RES	student	5		
	RES-HGES	student	5		
1/29/25	HGES-DGS	student	4		
	DGS-HGES	student	4		
1/30/25	HGES-RES	student	5		
	RES-HGES	student	5		
	HGES-DVMS	student	5		
1/31/25	HGES-DGS	student	4		
	DGS-HGES	student	4		
2/3/25	HGES-DMS	student	4		

	DMS-RES	student	7		
2/4/25	HGES-DMS	equipment	4		
	DMS-HGES	student	4		
2/6/25	HGES-RES	student	5		
	RES-HGES	student	5		
2/7/25	HGES-BES	meeting	1		
	BES-HGES	student	1		
2/11/25	HGES-DHS	student	4		
	DHS-RES	student	7		
	RES-HGES	student	5		
2/13/25	HGES-RES	student	5		
	RES-HGES	student	5		
	HGES-DVMS	student	5		
2/18	HGES-BES	student	1		
	BES-DGS	student	5		
	DGS-RES	student	7		
	RES-HGES	student	5		
2/24	HGES-DMS	student	4		
	DMS-HGES	student	4		
	HGES-DMS	student	4		
2/25	HGES-WW	student	2		
	WW-RES	student	3		
	RES-HGES	student	5		
2/26	HGES-DVMS	student	5		
	DVMS-DHS	student	1		
	DHS-DVMS	meeting	1		

	DVMS-HGES	student	5		
3/3	HGES-DHS	student	4		
	DHS-HGES	student	4		
	HGES-DMS	meeting	4		
	DMS-DVMS	student	1		
3/4	HGES-RES	meeting	5		
	RES_HGES	student	5		
3/5	HGES-RES	equipment	5		
	RES-HGES	student	5		
	HGES-DMS	student	4		
3/6	HGES-RES	student	5		
	RES-DGS	meeting	7		
3/7	HGES-DVMS	student	5		
	DVMS-HGES	student	5		
3/10	HGES-DVMS	meeting	5		
	DVMS-DHS	student	1		
	DHS-HGES	student	4		
	HGES-DHS	student	4		
3/11	HGES-RES	student	5		
	RES-HGES	student	5		
3/12	HGES-DVMS	student	5		
	DVMS-WW	student	5		
	WW-HGES	student	2		
	HGES-DMS	student	4		
3/13	HGES-RES	student	5		
	RES-HGES	student	5		

	HGES-Villas	meeting	4		
3/17	HGES-DGS	student	4		
	DGS-Villas	meeting	1		
	Villas-HGES	student	4		
	HGES-DMS	student	4		
3/18	HGES-RES	student	5		
	RES-HGES	student	5		
3/19/25	HGES-RES	student	5		
	RES DGS	student	7		
	DGS-HGES	student	4		
	HGES-Mark Bills	meeting	7		
	Mark Bills-HGES	student	7		
3/20/25	HGES-WW	student	2		
	WW-RES	student	3		
	RES-HGES	student	5		
	HGES-DVMS	student	5		
4/2/25	HGES-DHS	student	4		
	DHS-HGES	student	4		
	HGES-DMS	student	4		
4/3	HGES-RES	student	5		
	RES-HGES	student	5		
4/7	HGES-DMS	student	4		
4/8	Hges-DHS	student	4		
	DHS-RES	student	7		
	RES-HGES	student	5		
4/9	HGES-RES	student	5		
	RES-HGES	meeting	5		

	HGES-DGS	student	4		
4/10	HGES-RES	student	5		
	RES-HGES	student	5		
4/11	HGES-DGS	student	4		
	DGS-HGES	student	4		
4/14	HGES-Charter Oak	meeting	8		
	Charter Oak-HGES	student	8		
	HGES-DMS	student	4		
4/15	HGES-RES	student	5		
	RES-HGES	student	5		
4/16	HGES-DGS	student	4		
	DGS-HGES	student	4		
	HGES-DVMS	student	5		
4/17	HGES-RES	student	5		
	RES-HGES	student	5		
4/18	DMS-HGES	meeting	4		
	HGES-BES	meeting	1		
4/21	DHS-HGES	meeting	4		
4/22	HGES-RES	student	5		
	RES-HGES	student	5		
4/23	HGES-DVMS	student	5		
	DVMS-HGES	meeting	5		
	HGES-WW	student	2		
4/24	HGES-RES	student	5		
	RES-HGES	student	5		
	HGES-DGS	student	4		



4/25	HGES-DHS	equipment	4		
	DHS-HGES	student	4		
4/28	HGES-DVMS	student	5		
4/29	HGES-WW	student	2		
	WW-RES	student	3		
	RES-HGES	student	5		
4/30	HGES-DHS	student	4		
	DHS-HGES	student	4		
5/1	HGES-RES	student	5		
	RES-HGES	student	5		
5/2	HGES-Villas	meeting	4		
	Villas-DVMS	student	1		
5/5	HGES-DHS	student	4		
	DHS-HGES	student	4		
	HGES-DHS	meeting	4		
5/6	HGES-RES	student	5		
	RES-HGES	student	5		
5/7	HGES-DVMS	meeting	5		
5/8	HGES-RES	student	5		
	RES-HGES	student	5		
5/9	HGES-DVMS	student	5		
	DVMS-DGS	student	1		
	DGS-HGES	student	4		
5/12	HGES-DGS	meeting	4		
	DGS-DHS	student	1		
	DHS-HGES	student	4		

	HGES-DMS	student	4		
5/13	HGES-RES	student	5		
	RES-Valeska Hinton	meeting	9		
	Valeska Hinton-HGES	meeting	14		
5/14	DVMS-HGES	student	5		
5/15	HGES-DGS	meeting	4		
	DGS-DHS	student	1		
	DHS-HGES	student	4		
5/19	HGES-WW	student	2		
	WW-DHS	student	3		
	DHS-HGES	student	4		
	HGES-DVMS	student	5		
5/21	HGES-DHS	equipment	4		
	DHS-HGES	equipment	4		
5/22	HGES-BES	equipment	1		
	BES-DVMS	equipment	3		
	DVMS-RES	equipment	6		
	RES-HGES	equipment	5	.76	
		Total Miles:	828	x \$0.67	<del>\$554.76</del>
					0

877.66

Signed \_\_\_\_\_ Approved \_\_\_\_\_

Executive Director of Business Services

Approved \_\_\_\_\_

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::	5/22/2025 - Meeting
Name::	Jewell, Tara Kimberly
Primary Worksite::	District Office
PO#:	N/A
Date of Expense::	5/22/2025
Type of Expense (1)::	Mileage between schools
Type of Expense - Other (1)::	
\$ Amount of Expense (1)::	\$ 8.40
Type of Expense (2)::	10E 0000 7/10.392 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:	2
Mileage Between Schools - # of Days/Week:	N/A
If Mileage - Travel Reason:	In person meeting.

If Mileage - Starting  
School: \_\_\_\_\_

If Mileage - Travel  
Destination: \_\_\_\_\_

If Mileage - Total Miles  
Driven: \_\_\_\_\_

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.

Credit card receipts without itemization will not be reimbursed.

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

Today's Date::	5/26/2025
Name::	Ratcliff, Nicole Elise
Primary Worksite::	District Office
PO#::	N/A
Date of Expense::	8/12/2024
Type of Expense (1)::	Mileage between schools
Type of Expense - Other (1)::	
\$ Amount of Expense (1)::	\$ 415.12
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:	4
Mileage Between Schools - # of Days/Week:	5
If Mileage - Travel Reason:	Observations, Work w/ students, meetings, office

If Mileage - Starting School: Varies based on schedule- see spreadsheet

If Mileage - Travel Destination: Varies based on schedule- see spreadsheet

If Mileage - Total Miles Driven: 607

Please remember to attach all receipts and mileage sheets.

# DUNLAP COMMUNITY UNIT DISTRICT #323

## REIMBURSABLE EXPENSE RECORD

NAME : Nicole Ratcliff

Date: Aug 2024 - May 2025

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
8/13	HGES to WW	Check in with teachers and drop off visuals	2		2
	WW to DGS	Check in with teachers and drop off visuals+ Teacher meeting	6		6
	DGS to DMS	Check in with teachers	0		0
8/14	BES to DMS	Check in with teachers and drop off visuals+ Teacher meeting	3		3
	DMS to BES	Check in with teachers and drop off visuals+ Teacher meeting	3		3
	BES to RES	Check in with teachers and drop off visuals+ Teacher meeting	5		5
	RES to DHS	Check in with teachers and drop off visuals+ Teacher meeting	7		7
8/15	BES to HGES	Check in on student, drop off visuals	1		1
	HGES to DMS	Check in on student, drop off visuals	4		4
8/16	HGES to DMS	Virtual Meeting at office to teacher meeting	4		4
8/21	HGES to DHS	Office to create visuals to support L.M. as aide	4		4
8/22	DHS to HGES	Support L.M. as aide to HGES Office	4		4
8/23	BES to DHS	Formal Observations of caseload to Support L.M. as aide (he never showed)	3		3
	DHS to DVMS	Check in with teachers and observation	1		1
8/26	RES to DHS	Student Observation to support L.M. as aide	7		7
	DHS to HGES	Office and teacher meeting	4		4
8/27	HGES to DHS	Virtual Meeting, student observation to support L.M. as aide	4		4
	DHS to DVMS	Check in at DVMS on student	1		1
	DVMS to RES	In-Person IEP meeting	6		6
9/3	HGES to DHS	Observations of 3 students to support L.M. as aide	4		4
	DHS to HGES	to observations/team meeting	4		4
	HGES to BES	Observations/Office to Team Meeting	1		1
9/4	DHS to BES	CPI Training to	3		3
9/5	HGES to BES	Meeting, observation to observation	1		1
9/6	HGES to DMS/DHS	Meeting to Meeting and Observations	4		4
9/9	HGES to DHS	Observations to Annual Review	4		4
	DHS to BES	Annual Review to Observation	3		3
	BES to HGES	Observation to Observation	1		1
	HGES to BES	Observation to Surveys with student	1		1
9/10	BES to HGES	Meet w/ teacher & Admin to Observations + teacher meeting	1		1
9/11	DHS to DGS	Work w/ L.M. aide to Team Meeting	0		0
9/16/24	BES to DHS	Observations + Meeting to Meeting	3		3
9/17/24	BES to RES	Teacher Check + create visual to Observations IEP & Teacher Meeting	5		5
9/18/24	BES to HGES	Observation to office, observation meeting	1		1
9/19/24	DVMS to HGES	Observations teacher meeting to meeting and office	5		5
9/20/24	DHS to HGES	Observation Meeting to Office	4		4



9/23/24	HGES to DHS	Office Work with Student, Observations to In Person IEP Meeting	4		4
9/24/24	BES to RES		5		5
	RES to DVMS		6		6
9/25/24	RES to BES	Meet with gen ed teacher and sped teacher to observation time on task	5		5
9/26/24	BES to DGS	Papervork to observe student	3		3
9/27/24	BES to RES	Work with student to observation /drop off visuals	5		5
	RES to HGES	drop off visuals to office to work	5		5
9/30/24	BES to DVMS	student check in/team check in to teacher meeting	3		3
	DVMS to HGES	Teacher meeting to office/student check in	5		5
10/2/24	HGES to DVMS	work as aide to IEP meeting	5		5
10/3/24	RES to BES	Meeting with teacher to observation	5		5
	BES to DGS	Observation to annual review meeting in person	3		3
10/4	HGES to DHS	Virtual Meeting at office to Team meetings at Villas	4		4
10/7/25	BES to HGES	IEP Meeting to Team Meeting	1		1
10/6	DVMS to RES	Team meet to team meet	6		6
10/5	HGES to DVMS	Work with student to observations	5		5
10/15	BES to DHS	Evaluation meeting to IEP meeting	3		3
10/17	DVMS to DGS	Observations to work with student	1		1
10/18	HGES to BES	Observations to team meet	1		1
	BES to DVMS	Team meet to Annual Review	3		3
10/21	BES to DGS	Observe student o work in ECE with student	3		3
10/23	RES to DGS	Observation to ECE to work with student	7		7
10/23	BES to DHS	Team meet to Team meet	3		3
	DHS to DGS	Team meet to ECE to work with student	0		0
10/28/24	DHS to RES	teacher meet to team meet	7		7
10/30	HGES to DHS	Meeting observations to MDR meeting in person	4		4
10/31	DHS to RES	Observation to observe in BEST	7		7
	RES to HGES	Observe in bright futures	5		5
11/1	HGES to DHS	Observation to Team meeting	4		4
	DMS to RES	Team meeting to Annual Review In person	7		7
11/5	HGES to RES	Meeting/Office to Observations & PLC	5		5
11/7	HGES to DHS	Observation, Evaluation meeting to Observations/student interview	4		4
11/8	DVMS to HGES	Observations/Teacher meeting to office	5		5
11/11	HGES to BES	Evaluation Meeting to Time on Task Observation	1		1
11/13	BES to DHS	Observation to Observation	1		1
	DHS /DGS to HGES	Observation to Observation	4		4
11/18	DVMS to DGS	Observations to Observation	1		1
11/20	DVMS to RES	observations to Observations and PLC	6		6
11/22	DGS to RES	Observation to Teacher meetin	7		7
	RES to BES	Teacher meeting to Time on task and data input	5		5
11/25	DVMS to HGES	Observation to office and teacher meeting	5		5
	HGES to DHS	Teacher meeting to Teacher meeting	4		4
11/26	RES to DHS	Model for aide to IEP meeting	7		7

	DHS to DGS	IEP Meeting to Annual Review	0	0
12/2	DVMS to RES	Teacher meet & observation to Aide Meeting	5	5
12/4	DVMS to BES	Parent meeting to observation	3	3
	EES to RES	Observation to Team meeting	5	5
12/5	DVMS to DHS	Evaluation Meetings to Observations	1	1
12/6	DMS to HGES	Villas meetings to Observations and office	4	4
12/17	RE to DVMS	Team meeting to Domain Meeting	6	6
12/18	DVMS to BES	IEP to IEP	3	3
12/19	DVMS to HGES	IEP meeting to office for virtual meeting	5	5
1/6	HGES to EES	Office to teacher meeting	1	1
	BES to HGES	Teacher meeting to annual review	1	1
1/7	BES to RES	Observations to BEST program	5	5
1/8	HGE to DHS	Observation to Meet about student	4	4
	DHS to DVMS	Meet about student to observations of 5 students	1	1
1/10	HGES to DVMS	Office to Meeting with 7th grade team	5	5
1/13	DVMS to DGS	Observations to team meet	1	1
	DGS to RES	Team meet to observation	7	7
1/14	DMS to DVMS	Observation to Meet about student	1	1
	DVMS to HGES	Meet about student to IEP meeting virtual in office	5	5
1/15	HGES to DMS	Observation + forced choice and office work to observation and premeet	4	4
1/16	DVMS to DHS	Observation/teacher meet/annual review to teacher meet	1	1
1/17	BES to DMS	Teacher meet & observation to Foundry meeting	3	3
	DMS to BES	Foundry meeting to annual review + observation	3	3
1/21	DVMS to BES	Annual Review to Annual Review and IEP Review	2	2
1/22	HGES to DVMS	Office to observation	4	4
	DVMS to DHS	Observation to observation and team meeting	1	1
1/27	HGES to DHS	Evaluation meeting to Evaluation meeting	4	4
1/30	DMS to WW	Observation to Observation	6	6
	WW to DVMS	Observation to teacher meeting	5	5
	DVMS to DHS	Teacher meeting to observation	1	1
1/31	DVMS to DHS	Virtual meeting + 1 person Parent Meeting to Observations	1	1
2/3	BES to RES	Set up supports for student to team meeting	5	5
	RES to HGES	Team meeting to meetings with teachers	5	5
2/4	BES to DO	Support implementation to meeting	3	3
	DO to HGES	meeting to IEP meeting	4	4
2/5	BES to DHS	Observations and Annual Review to observations	3	3
	DHS to HGES	Observations to PLC at HGES for student	4	4
2/6	HGES to DHS	HGES Observation and office to Observe student in health	4	4
	DHS to BES	Observe student	3	3
2/7	HGES to DMS	Annual Review to meeting, then virtual meeting in villas	4	4
2/10	HGES to WW	Office Annual Review to observation	2	2
2/13	WW to DHS	Eval meeting to Eval meeting	3	3
2/18	BES to HGES	Meeting to observations and office	1	1
2/19	DHS to RES	Observe student to BEST program	7	7

226

X.67

218.12

2/20/25	DVMS to RES	Annual Review to Observation	5	5
2/24/25	DHS to HGES	Annual Review to Annual Review	4	4
	HGES to RES	Annual Review to Observation	5	5
2/25/25	RES to BES	IEP Meeting to Observation & paperwork time	5	5
2/27/25	DVMS to DGS	Observation to in person domain meeting	1	1
2/28/25	HGES to DHS	Observation to Observation	4	4
	DHS to BES	Observation to Observation	2	3
3/3/25	BES to DHS	Teacher meet to Team meet and Evaluation Meeting	3	3
3/4/25	DHS to DVMS	Observation to Observation	1	1
3/5/25	HGES to DVMS	Observations to Teacher meet	5	5
	DVMS to BES	Teacher meet to team meeting	3	3
3/7/25	DMS to DVMS	Meetings to Observations	1	1
3/10/25	BES to DHS	Paperwork observation to team meeting	3	3
	DHS to DVMS	Team meeting to time on task observation	1	1
3/11/25	BES to DHS	Check in with teacher to observation	2	3
	DHS to HGES	Observation to Observation	4	4
3/12/25	HGES to RES	Observe student to Observe student	5	5
	RES to HGES	Observation to Observation	5	5
3/17	DHS to HGES	Teacher meet to in person Annual Review	4	4
4/1/25	BES to DHS	Teacher Meeting to 2 observations	2	3
	DHS to BES	Observations to IEP meeting	3	3
4/2	BES to HGES	Implement intervention model to observations/office/virtual meeting	1	1
4/3	BES to DHS	Implementation of Intervention to Team Meet	3	3
	DHS to DVMS	Team Meet to Eligibility Meeting	1	1
4/7	DHS to RES	Observation and IEP meeting to Meet with Counselor	7	7
4/10	RES to DHS	BEST program to Teacher meet	7	7
	DHS to DVMS	Teacher meet to teacher meet	1	1
4/14	RES to HGES	Team meeting to Eval meeting	5	5
	HGES to DVMS	Eval meeting to annual review continuation	5	5
4/17	DHS to HGES	Observation to HGES for virtual in office	4	4
	HGES to RES	Virtual meeting to in person AR	5	5
4/21	HGES to DHS	Virtual meeting to in person meeting	4	4
4/23	HGES to DGS	Observations/ Paperwork to Teacher meeting	4	4
4/24	RES to DHS	Observations of students to IEP Meeting	7	7
4/28	HGES to RES	Annual Review to Observation/virtual meeting	5	5
	RES to HGES	Observation to Observation	5	5
4/30	BES to DGS	Observation to Observation	3	3
	DGS to HGES	Observation to Office	4	4
5/1	BES to RES	Observation to Observation/Annual Review	5	5
5/9	DGS to RES	Transition Meeting to IEP Meeting	7	7
5/13	RES to BES	BEST/Observe Yarden to check in	5	5
	BES to RES	check in to Team Meeting and Annual Review	5	5
5/15	HGES to BES	Office/Eval Meeting to Eval Meeting	1	1

281

X.70

# 196-20



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:: 5/22/2025

Name:: Good, Stacy Rose

Primary Worksite:: District Office

PO#: N/A

Date of Expense:: 5/22/2025

Type of Expense (1):: Mileage between schools

Type of Expense -  
Other (1)::

\$ Amount of Expense (1):: ~~530.00~~ \$ 517.08

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: 4

Mileage Between  
Schools - # of  
Days/Week: 5

If Mileage - Travel  
Reason: Physical therapy services across the district

If Mileage - Starting School: All

If Mileage - Travel Destination: All

If Mileage - Total Miles Driven: 758

Please remember to attach all reciepts and mileage sheets.

# Stacy Good Mileage

## 2024-2025 School Year

### DONLAP COMMUNITY UNIT DISTRICT #323

#### REIMBURSABLE EXPENSE RECORD

NAME Stacy Good

Complete expense information and turn this in to the building principal. The building principal will submit this claim to the Superintendent's Office. Itemized

DATE	TRAVEL DESTINATION	REASON FOR TRAVEL	MILES DRIVEN	ARKI NGTOLL	FOOD	LODGING	OTHER	TOTAL
8/12/24	DHS → BES	PT travel	3 miles					3
8/12/24	BES → DHS		3 miles					3
8/14/24	DHS → DHS		4 miles					4
8/15/24	HGES → WW		2 miles					2
8/15/24	WW → DHS		6 miles					6
8/17/24	DHS → BES		3 miles					3
8/19/24	DHS → HGES		4 miles					4
8/19/24	DHS → WW		6 miles					6
8/16/24	DHS → BES		3 miles					3
8/18/24	BES → RES		7 miles					7
8/16/24	WW → HGES		2 miles					2
8/19/24	HGES → DHS		4 miles					4
8/20/24	WW → BES		6 miles					6
8/21/24	BES → BES		3 miles					3
8/21/24	RES → DHS		7 miles					7
8/21/24	DHS → BES		3 miles					3
8/22/24	BES → DHS		3 miles					3
8/22/24	DHS → DHS		1 mile					1
8/22/24	DHS → WW		5 miles					5
8/23/24	BES → BES		3 miles					3
8/23/24	BES → RES		5 miles					5
8/26/24	HGES → BES		4 miles					4
8/26/24	BES → WW		6 miles					6
8/27/24	BES → DHS		3 miles					3
8/27/24	DHS → HGES		4 miles					4
8/28/24	DHS → RES		7 miles					7

Signed [Signature] Approved \_\_\_\_\_

Executive Director of Business Services

Approved \_\_\_\_\_

Building Principal Total Reimbursable Expenses

Mileage Total

- 1) 97 miles
- 2) 97 miles
- 3) 88 miles
- 4) 102 miles
- 5) 80 miles

6) 115 miles

7) 117 miles

8) 67 miles

758 miles

Total: 97 miles

①

2024-2025 mileage  
continued

DUNLAP COMMUNITY UNIT DISTRICT #323  
REIMBURSABLE EXPENSE RECORD

NAME: Stacy Good

Complete expense information and turn this in to the building principal. The building principal will submit this claim to the Superintendent's Office. Itemized

DATE	TRAVEL DESTINATION	REASON FOR TRAVEL	MILES DRIVEN	PARKING, TOLL	FOOD	LODGING	OTHER	TOTAL
8/25/24	BEJ → DMS	PT Travel	3 miles					3
8/27/24	DMS → BEJ		5 miles					5
9/10/24	DMS → BEJ		2 miles					2
9/13/24	BEJ → WW		3 miles					3
9/14/24	BEJ → DMS		3 miles					3
9/14/24	DMS → HGEJ		4 miles					4
9/19/24	HGEJ → BEJ		1 mile					1
9/19/24	WW → DMS		6 miles					6
9/19/24	BEJ → DMS		3 miles					3
9/19/24	BEJ → DMS		3 miles					3
9/19/24	DMS → DMS		1 mile					1
9/19/24	HGEJ → DMS		3 miles					3
9/19/24	WW → BEJ		6 miles					6
9/19/24	HGEJ → WW		3 miles					3
9/19/24	DMS → HGEJ		4 miles					4
9/19/24	HGEJ → DMS		4 miles					4
9/19/24	HGEJ → DMS		4 miles					4
9/19/24	HGEJ → DMS		4 miles					4
9/19/24	BEJ → WW		3 miles					3
9/19/24	BEJ → WW		2 miles					2
9/19/24	BEJ → DMS		4 miles					4
9/19/24	BEJ → DMS		4 miles					4
9/19/24	HGEJ → DMS		4 miles					4
9/19/24	WW → DMS		6 miles					6
9/19/24	HGEJ → DMS		4 miles					4

Signed: Stacy R Good

Approved: \_\_\_\_\_

Executive Director of Business Services

Approved: \_\_\_\_\_

Building Principal Total Reimbursable Expenses

Total: 97 miles



# 2024-2025 Mileage Continued

## DUNLAP COMMUNITY UNIT DISTRICT #323 REIMBURSABLE EXPENSE RECORD

NAME Stacy Good

Complete expense information and turn this in to the building principal. The building principal will submit this claim to the Superintendent's Office. Itemized

DATE	TRAVEL DESTINATION	REASON FOR TRAVEL	MILES DRIVEN	PARKING TOLL	FOOD	LODGING	OTHER	TOTAL
10/3/24	BEJ → DVMJ	PT travel	3 miles					3
10/4/24	WW → BEJ		3 miles					3
10/7/24	BEJ → WW		4 miles					4
10/8/24	WW → DMJ		6 miles					6
10/9/24	BEJ → DGS		3 miles					3
10/10/24	BEJ → DVMJ		3 miles					3
10/11/24	WW → BEJ		3 miles					3
10/14/24	BEJ → WW		3 miles					3
10/15/24	BEJ → DMJ		3 miles					3
10/16/24	BEJ → DMJ		1 mile					1
10/17/24	DMJ → DMJ		3 miles					3
10/18/24	WW → BEJ		3 miles					3
10/21/24	WW → DMJ		3 miles					3
10/24/24	WW → BEJ		3 miles					3
10/25/24	DGS → DMJ		3 miles					3
10/26/24	BEJ → DMJ		3 miles					3
10/29/24	WW → BEJ		3 miles					3
10/29/24	WW → HGEJ		3 miles					3
10/30/24	BEJ → BEJ		3 miles					3
10/31/24	BEJ → DMJ		3 miles					3
11/1/24	BEJ → WW		2 miles					2
11/4/24	HGEJ → DGS		4 miles					4
11/8/24	WW → BEJ		3 miles					3
11/14/24	DGS → BEJ		3 miles					3

Signed \_\_\_\_\_ Approved \_\_\_\_\_

Executive Director of Business Services

Approved \_\_\_\_\_

Building Principal Total Reimbursable Expenses

Total: 88 miles

# 2024-2025 Mileage Continued

## DUNLAP COMMUNITY UNIT DISTRICT #323 REIMBURSABLE EXPENSE RECORD

NAME Stacy Good

Complete expense information and turn this in to the building principal. The building principal will submit this claim to the Superintendent's Office. Itemized

DATE	TRAVEL DESTINATION	REASON FOR TRAVEL	MILES DRIVEN	PARKING TOLL	FOOD	LODGING	OTHER	TOTAL
11/7/24	DES → DMS	PT travel	4 miles					4 miles
11/8/24	DES → DMS		3 miles					3 miles
11/11/24	WL → DMS		2 miles					2 miles
11/12/24	WL → HEG		2 miles					2 miles
11/12/24	DMS → DM		1 mile					1 mile
11/14/24	DES → HEG		4 miles					4 miles
11/15/24	DES → DM		3 miles					3 miles
11/18/24	Rodgers → DMS		13 miles					13 miles
11/19/24	WL → DM		2 miles					2 miles
11/22/24	DES → DMS		3 miles					3 miles
11/21/24	DES → DMS		3 miles					3 miles
11/26/24	DES → DMS		1 mile					1 mile
11/28/24	WL → DES		1 mile					1 mile
11/29/24	DES → WL		6 miles					6 miles
12/3/24	DMS → WL		6 miles					6 miles
12/4/24	DES → HEG		3 miles					3 miles
12/5/24	DMS → WL		5 miles					5 miles
12/6/24	DES → DES		2 miles					2 miles
12/9/24	DMS → DES		3 miles					3 miles
12/10/24	WL → DES		2 miles					2 miles
12/11/24	DMS → DES		3 miles					3 miles
12/12/24	DMS → DMS		3 miles					3 miles
12/13/24	DES → DMS		2 miles					2 miles
12/14/24	WL → DES		2 miles					2 miles
12/17/24	WL → DES		3 miles					3 miles
12/18/24	HEG → DM		1 mile					1 mile

Signed Stacy R Good Approved \_\_\_\_\_

Executive Director of Business Services

Approved \_\_\_\_\_

Building Principal Total Reimbursable Expenses

Total: 102 miles

4

$$384 \times .67 = \underline{\underline{257.28}}$$

2024-2025 mileage  
Continued

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

NAME Stacy Good

Complete expense information and turn this in to the building principal. The building principal will submit this claim to the Superintendent's Office. Itemized

DATE	TRAVEL DESTINATION	REASON FOR TRAVEL	MILES DRIVEN	PARKING, TOLL	FOOD	LODGING	OTHER	TOTAL
12/19/24	DEJ → WW	PT travel	3 miles					
12/20/24	WW → BEJ		2 miles					
1/6/25	WW → DEJ		2 miles					
1/7/25	WW → DMJ		2 miles					
1/8/25	DEJ → DMJ		1 mile					
1/9/25	DEJ → DMJ		1 mile					
1/10/25	BEJ → DMJ		3 miles					
1/13/25	HGEJ → DMJ		4 miles					
1/14/25	WW → DMJ		4 miles					
1/14/25	DMJ → BEJ		3 miles					
1/16/25	DMJ → WW		2 miles					
1/17/25	BEJ → WW		2 miles					
1/21/25	WW → DMJ		3 miles					
1/22/25	BEJ → DEJ		3 miles					
1/22/25	DEJ → DMJ		1 mile					
1/23/25	BEJ → DMJ		3 miles					
1/23/25	BEJ → DMJ		3 miles					
1/23/25	DMJ → BEJ		5 miles					
1/23/25	BEJ → BEJ		2 miles					
1/23/25	DEJ → DMJ		1 mile					
1/23/25	DEJ → BEJ		4 miles					
1/30/25	BEJ → DMJ		4 miles					
1/31/25	BEJ → DMJ		3 miles					
2/3/25	HGEJ → DMJ		7 miles					
2/9/25	WW → DMJ		6 miles					
2/19/25	DEJ → DEJ → DMJ		4 miles					

Signed [Signature] Approved \_\_\_\_\_

Executive Director of Business Services

Approved \_\_\_\_\_

Building Principal Total Reimbursable Expenses

Total: 80 miles

5

2024-2025 mileage  
Continued

DONLAP COMMUNITY UNIT DISTRICT #323  
REIMBURSABLE EXPENSE RECORD

NAME

Shay Good

Complete expense information and turn this in to the building principal. The building principal will submit this claim to the Superintendent's Office. Itemized

DATE	TRAVEL DESTINATION	REASON FOR TRAVEL	MILES DRIVEN	PARKING TOLL	FOOD	LODGING	OTHER	TOTAL
2/5/25	BEJ → DNT	PT travel	30 miles					30
2/6/25	BEJ → BEJ		5 miles					5
2/6/25	BEJ → BEJ → DNT		4 miles					4
2/7/25	BEJ → DNT		3 miles					3
2/10/25	W → HEE		2 miles					2
2/11/25	W → DNT		6 miles					6
2/12/25	H → DNT		4 miles					4
2/13/25	BEJ → BEJ → DNT		10 miles					10
2/13/25	BEJ → DNT		2 miles					2
2/14/25	W → BEJ		3 miles					3
2/14/25	H → DNT		3 miles					3
2/14/25	H → BEJ → DNT		7 miles					7
2/21/25	W → BEJ		3 miles					3
2/24/25	BEJ → BEJ		7 miles					7
2/25/25	W → BEJ		5 miles					5
2/26/25	BEJ → DNT		6 miles					6
2/27/25	BEJ → BEJ		6 miles					6
2/27/25	BEJ → DNT		3 miles					3
2/27/25	W → DNT		6 miles					6
2/28/25	BEJ → BEJ → DNT		4 miles					4
2/28/25	BEJ → BEJ → DNT		4 miles					4
2/28/25	BEJ → DNT		3 miles					3
2/28/25	BEJ → D		3 miles					3
3/11/25	BEJ → I		5 miles					5
3/22/25	BEJ → D		10 miles					10
3/23/25	BEJ → D		4 miles					4

Signed

Shay Good

Approved

Executive Director of Business Services

Approved

Building Principal Total Reimbursable Expenses

Total: 110 miles

6

2024 to 2025 mileage  
Continued

DONLAP COMMUNITY UNIT DISTRICT #323  
REIMBURSABLE EXPENSE RECORD

NAME Stacy Good

Complete expense information and turn this in to the building principal. The building principal will submit this claim to the Superintendent's Office. Itemized

DATE	TRAVEL DESTINATION	REASON FOR TRAVEL	MILES DRIVEN	PARKING, TOLL	FOOD	LODGING	OTHER	TOTAL
3/14/25	DMJ → REL	PT travel	5 miles					5 miles
3/17/25	REL → DMJ		4 miles					4 miles
3/18/25	WL → DMJ		6 miles					6 miles
3/19/25	REL → DMJ		3 miles					3 miles
3/21/25	REL → DMJ		3 miles					3 miles
3/21/25	REL → DMJ		3 miles					3 miles
4/1/25	WL → DMJ		6 miles					6 miles
4/1/25	REL → DMJ → DMJ		4 miles					4 miles
4/3/25	REL → DMJ → DMJ		4 miles					4 miles
4/7/25	REL → REL		5 miles					5 miles
4/8/25	WL → DMJ		6 miles					6 miles
4/15/25	REL → DMJ → DMJ		4 miles					4 miles
4/16/25	REL → DMJ → DMJ		7 miles					7 miles
4/17/25	REL → DMJ → DMJ		8 miles					8 miles
4/17/25	REL → REL		5 miles					5 miles
4/18/25	WL → DMJ		6 miles					6 miles
4/19/25	REL → DMJ → DMJ		4 miles					4 miles
4/20/25	REL → DMJ → DMJ		4 miles					4 miles
4/21/25	REL → DMJ		3 miles					3 miles
4/22/25	WL → DMJ		6 miles					6 miles
4/23/25	WL → DMJ → DMJ		6 miles					6 miles
4/25/25	WL → REL → DMJ		5 miles					5 miles
4/26/25	REL → DMJ		3 miles					3 miles
4/28/25	REL → DMJ		1 mile					1 mile
4/29/25	WL → DMJ		6 miles					6 miles
4/30/25	WL → DMJ		6 miles					6 miles

Signed [Signature] Approved \_\_\_\_\_

Executive Director of Business Services

Approved \_\_\_\_\_

Building Principal Total Reimbursable Expenses

Total (117 miles)

# 2024 to 2025 mileage

Continued

## DUNLAP COMMUNITY UNIT DISTRICT #323 REIMBURSABLE EXPENSE RECORD

NAME Stacy Good

Complete expense information and turn this in to the building principal. The building principal will submit this claim to the Superintendent's Office. Itemized

DATE	TRAVEL DESTINATION	REASON FOR TRAVEL	MILES DRIVEN	PARKING TOLL	FOOD	LODGING	OTHER	TOTAL
5/1/25	BEJ → DGS → DMF	DT	3 miles					3
5/2/25	BEJ → DMF		3 miles					3
5/5/25	WFEJ → DMF		1 mile					1
5/6/25	WFEJ → DMF		6 miles					6
5/7/25	BEJ → DMF → DMF		4 miles					4
5/8/25	BEJ → DMF → DMF		4 miles					4
5/9/25	BEJ → DMF		4 miles					4
5/12/25	BEJ → DMF		4 miles					4
5/13/25	WFEJ		4 miles					4
5/14/25	BEJ → DMF → DMF		1 mile					1
5/15/25	BEJ → DMF		4 miles					4
5/16/25	BEJ → DMF		1 mile					1
5/17/25	WFEJ → DMF		6 miles					6
5/20/25	WFEJ → DMF		6 miles					6
5/21/25	WFEJ → BEJ → DMF		6 miles					6
5/24/25	BEJ → Villalobos → DMF		4 miles					4
			4 miles					4

Signed

Stacy Good

Approved

Executive Director of Business Services

Approved

Building Principal Total Reimbursable Expenses

Totals:

- 1) 97 miles
- 2) 97 miles
- 3) 88 miles
- 4) 106 miles
- 5) 80 miles
- 6) 110 miles
- 7) 111 miles
- 8) 67 miles

[Total miles: 758 miles]

8

Totals: (67 miles)

$$758 \times .71 = \$261.80$$

D.D.

## DUNLAP COMMUNITY UNIT DISTRICT #323

## REIMBURSABLE EXPENSE RECORD

NAME

Antonio JohnsonTotal = \$543.38

10 E 0000 2410 392 00 03

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, TOLLS	FOOD	LODGING	OTHER	TOTAL
9/21/24	Olympia Middle School	Softball Sectional Game	100	—	—	—	—	
10/8/24	Admin Meeting	Northwood's Community Church	8	—	—	—	—	
10/19/24	Parkside Jr. High School	East State Cross Country Meet	102	—	—	—	—	
11/17/24	Friendship House	DMS Service Days	32	—	—	—	—	
11/13/24	Riverside Com Church	DMS Service Days	30	—	—	—	—	
11/26/24	Tracy's	Thanksgiving Mt. Hood Picnic for staff	22	—	—	—	—	
12/3/24	Ill North University	RSSI Colloq & Dev. Workshop	20	—	—	—	—	

314 x .67 = \$210.38

Signed

Approved

Assistant Superintendent

Approved

Building Principal

Total Reimbursable Expenses

# DUNLAP COMMUNITY UNIT DISTRICT #323

## REIMBURSABLE EXPENSE RECORD

NAME Antonio Johnson

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, TOLLS	FOOD	LODGING	OTHER	TOTAL
2/27/25	Davidson - Fulton Woodland Chapel	Staff <del>Support</del> Visitation	27	—	—	—	—	
3/13/25	Sam's Club	Teacher lunch	16	—	—	—	—	
3/20/25	Peoria County Health Department	School Safety and Violent Event Incident	24	—	—	—	—	
4/7/25	Sam's Club	IAP/ICA Snacks	16	—	—	—	—	
4/28/25	Five Points	IAP Student Rec. Breakfast	43	—	—	—	—	
5/15/25	Sam's Club	EOY Celebration Snacks	16	—	—	—	—	
5/15/25	Joan's Trophy	Graduation + Awards Pick-up	32	—	—	—	—	

Signed

At 27

$$174 \times .76 = 121.80$$

Approved

Assistant Superintendent

Approved

Building Principal

Total Reimbursable Expenses \_\_\_\_\_



# DUNLAP COMMUNITY UNIT DISTRICT #323

## REIMBURSABLE EXPENSE RECORD

NAME Antonio Johnson

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, TOLLS	FOOD	LODGING	OTHER	TOTAL
5/21/25	Sami's Club	Washington D.C. prep	16	—	—	—	—	
			16 x .70 = \$11.20					
		Total:	504 x \$0.70 per mile					
				Total: \$352.80	\$343.38			

Signed

LA Z. J.

Approved

Assistant Superintendent

Approved

Building Principal

Total Reimbursable Expenses



Dunlap Community  
Unit School District #323  
Providing Quality Education for All

D.D.

Robin Wade <rwade@dunlapcusd.net>

## Spreadsheet shared with you: "Administrative Mileage Reimbursement 2024-25 Etnyre"

1 message

Jeremy Etnyre (via Google Sheets) <drive-shares-dm-noreply@google.com>

Thu, May 29, 2025 at 10:37 AM

Reply-To: Jeremy Etnyre <jetnyre@dunlapcusd.net>

To: rwade@dunlapcusd.net

## Jeremy Etnyre shared a spreadsheet



Jeremy Etnyre (jetnyre@dunlapcusd.net) has invited you to **edit** the following spreadsheet:

Hi Robin! Here is my Mileage Reimbursement for the 2024-25 school year.

Thanks for your help!

Jeremy



Administrative Mileage Reimbursement 2024-25 Etnyre

Open

Total = \$256.50

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because jetnyre@dunlapcusd.net shared a spreadsheet with you from Google Sheets

Google Workspace

10E 0000 3410 342 00 B4

Date	Event/Location	Mileage	Maps:
8/2/2024	ROE Safety Day at DVMS	9.8	
8/5/2024	Back to School Admin Retreat at Kelleher's	30.0	<a href="https://www.google.com/maps/@39.7667,-89.5833,15z">https://www.google.com/maps/@39.7667,-89.5833,15z</a>
8/7/2025	New Teacher Orientation Lunch at DHS	7.4	<a href="https://www.google.com/maps/@39.7667,-89.5833,15z">https://www.google.com/maps/@39.7667,-89.5833,15z</a>
8/28/2024	Admin Health Safety Day at DHS	7.4	<a href="https://www.google.com/maps/@39.7667,-89.5833,15z">https://www.google.com/maps/@39.7667,-89.5833,15z</a>
9/3/2024	Curriculum/Student Services Admin Team Meeting at District Office	7.6	<a href="https://www.google.com/maps/@39.7667,-89.5833,15z">https://www.google.com/maps/@39.7667,-89.5833,15z</a>
9/10/2024	Admin Team Meeting and Strategic Plan Update at District Office	7.6	<a href="https://www.google.com/maps/@39.7667,-89.5833,15z">https://www.google.com/maps/@39.7667,-89.5833,15z</a>
10/1/2024	Curriculum/Student Services Admin Team Meeting at District Office	7.6	<a href="https://www.google.com/maps/@39.7667,-89.5833,15z">https://www.google.com/maps/@39.7667,-89.5833,15z</a>
10/2/2024	Calendar Committee Meeting at District Office	7.6	<a href="https://www.google.com/maps/@39.7667,-89.5833,15z">https://www.google.com/maps/@39.7667,-89.5833,15z</a>
10/8/2024	Northwoods Community Church Reunification Meeting	1.8	<a href="https://www.google.com/maps/@39.7667,-89.5833,15z">https://www.google.com/maps/@39.7667,-89.5833,15z</a>
10/14/2024	District Institute at DHS	7.4	<a href="https://www.google.com/maps/@39.7667,-89.5833,15z">https://www.google.com/maps/@39.7667,-89.5833,15z</a>
10/21/2024	IPA Conference at Peoria Civic Center	28.6	<a href="https://www.google.com/maps/@39.7667,-89.5833,15z">https://www.google.com/maps/@39.7667,-89.5833,15z</a>
10/22/2024	IPA Conference at Peoria Civic Center	28.6	<a href="https://www.google.com/maps/@39.7667,-89.5833,15z">https://www.google.com/maps/@39.7667,-89.5833,15z</a>
11/4/2024	Curriculum/Student Services Admin Team Meeting at District Office	7.6	<a href="https://www.google.com/maps/@39.7667,-89.5833,15z">https://www.google.com/maps/@39.7667,-89.5833,15z</a>
11/6/2024	DSPA Performance Evaluation Committee at District Office	7.6	<a href="https://www.google.com/maps/@39.7667,-89.5833,15z">https://www.google.com/maps/@39.7667,-89.5833,15z</a>
11/12/2024	Admin Team Meeting at District Office	7.6	<a href="https://www.google.com/maps/@39.7667,-89.5833,15z">https://www.google.com/maps/@39.7667,-89.5833,15z</a>
11/13/2024	BIST Elementary Admin Collaboration Meeting at District Office	7.6	<a href="https://www.google.com/maps/@39.7667,-89.5833,15z">https://www.google.com/maps/@39.7667,-89.5833,15z</a>
12/3/2024	Curriculum/Student Services Admin Team Meeting at District Office	7.6	
12/10/2024	Admin Team Meeting at District Office	7.6	
12/16/2024	PREPaRE Level 1 Training at District Office	7.6	
12/18/2024	SY 2026 Elementary Sections Meeting at BES	2.2	
1/7/2025	Curriculum/Student Services Admin Team Meeting at District Office	7.6	
1/14/2025	Admin Team Meeting and Strategic Plan Update at District Office	7.6	
2/4/2025	Curriculum/Student Services Admin Team Meeting at District Office	7.6	
2/4/2025	DSPA Performance Evaluation Committee at District Office	7.6	
2/11/2025	Admin Team Meeting at District Office	7.6	
2/25/2025	IAR Launchpad Platform Prep at WW	3.0	
3/4/2025	Curriculum/Student Services Admin Team Meeting at District Office	7.6	
3/11/2025	Admin Team Meeting at District Office	7.6	
4/1/2025	Curriculum/Student Services Admin Team Meeting at District Office	7.6	
4/3/2025	DSPA Performance Evaluation Committee at District Office	7.6	
4/9/2025	Admin Team Meeting and Strategic Plan Update at District Office	7.6	

206.8  
X 67  
#138.56

4/18/2025	Annual Mandated District Crisis Plan Review Meeting at DHS	7.4
4/21/2025	Teacher's institute at DHS	7.4
5/6/2025	Curriculum/Student Services Admin Team Meeting at District Office	7.6
5/7/2025	IPA Student Recognition Breakfast at 5 Points In Washington	36.6
5/13/2025	Admin Team Meeting at District Office	7.6
5/23/2025	Paraprofessional Placements for SY 2026 at District Office	7.6
6/9/2025	Curriculum/Student Services Admin Team Meeting at District Office	7.6
6/10/2025	Admin Academy at DHS	7.4
		375.0

$168.2$   
 $\times .76$   


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 $127.952$   


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