



LIBERTYVILLE
SCHOOL DISTRICT #70

1381 West Lake Street
Libertyville, IL 60048
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d70schools.org

BOARD MEMBER ESTIMATED EXPENSE APPROVAL 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 Jennifer Khan Board President

Name of conference/meeting 2025 Joint Annual Conference

Date(s) of conference/meeting November 21-23, 2025 Chicago, IL

Travel Departure Date 11/20/2025 11/23/2025

ESTIMATED EXPENSES

Auto Travel Allowance: \$0.670 per mile

DATE	MILEAGE		LODGING	MEALS Per Diem	OTHER		DAILY TOTAL
	# OF MILES	AUTO FILLED AMOUNT			ITEM	COST	
06/03/25		\$ -			Registration	\$ 540.00	\$ 540.00
11/20/25	40.2	\$ 26.93	\$ 241.00	\$ 75.00	Parking	\$ 79.00	\$ 421.93
11/21/25			\$ 241.00	\$ 75.00	Parking	\$ 79.00	\$ 545.00
11/22/25		\$ -	\$ 241.00	\$ 75.00	Parking	\$ 79.00	\$ 395.00
11/23/25	40.2	\$ 26.93		\$ 75.00			\$ 101.93
		\$ -					\$ -
		\$ -					\$ -
		\$ -					\$ -
		\$ -					\$ -
Grand Total:							\$ 2,003.87

Jennifer Khan

Submitting Board Member's Signature

10/29/2025

Date

Superintendent Signature (if total is below maximum allowable amount)

Date

School Board Action (if total exceeds maximum allowable amount)

☐

Approved in full

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Denied