

# LIBERTYVILLE SCHOOL DISTRICT 70

LIBERTYVILLE, IL 60048

- Adler Park School • Butterfield School • Copeland Manor School •  
• Rockland School • Highland Middle School •

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## 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 Wendy Schilling  
 Travel Destination NSBA - Orlando  
 Departure Date 3/24/23

Title/Office President  
 Purpose Conference  
 Return Date 4/3/23

- Estimated Expenses Approval Requested** (50 ILCS 150/20)  
 **Purchase Order Requested** Purchase Order #: \_\_\_\_\_  
 **Expense Advancement Voucher Requested** (105 ILCS 5/10-22.32) Amount: \_\_\_\_\_

Estimated Expense Report										
Auto Travel Allowance: _____ per mile										
Date	Mileage		Comm. Travel Expenses	Lodging	Meals			Item	Other Cost	Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner			
4/1-4-3	-	-	-	-	-	-	-	Registration	725	725
3/30								Pre Confer.	225	225
3/30-4-3				1268.04						1268.04
3-24/4-3			881.75					Flight		881.75
3-24/4-3			40.00					Seat		40.00
3-31				Per Diem	1st day					51.75
4-1					16	17	31	Incidental	5	69.00
<b>Total</b>										<b>\$3260.54</b>

  
 Submitting Board Member's Signature

3/2/23  
 Date

\_\_\_\_\_  
 Superintendent Signature

\_\_\_\_\_  
 Date

- School Board Action** (*exceeds maximum allowable amount*):  
 **Approved**                       **Denied**  
 **Approved in Part**

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	Miles	Cost			Bkfst	Lunch	Dinner	Item	Cost	
<del>4-2</del>	-	-	-	-	-	-	-	Registration		
4-2					16	17	31	Incidental	5	69.00
4-3				Per diem	last day					51.75
										120.75
										3260.54
<b>Total</b>								<i>Total</i>		\$ 3381.29

  
 Submitting Board Member's Signature

3/2/23  
 Date

Superintendent Signature

Date

School Board Action (*exceeds maximum allowable amount*):

- Approved                       Denied  
 Approved in Part



Rose Bourgeois <rbourgeois@d70schools.org>

**Registration Invoice: R0479192 Wendy Schilling**

1 message

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

Tue, Oct 11, 2022 at 9:43 AM



R0479192  
Wendy Schilling  
Libertyville School District #70  
500 Fairlawn Ave  
Libertyville, IL  
60048 United States

Invoice Date 10/11/2022  
Invoice # 479192

QTY	DESCRIPTION	FEE	AMOUNT
1	NSBA Annual Conference Registration	\$725.00	\$725.00
1	Pre-Conference #5: What You Do Matters: Using new research to guide your board in how it governs to serve every student and close opportunity gaps	\$225.00	\$225.00
	PAYMENT	DATE	AMOUNT
	Paid PO	10/11/2022	\$950.00

**Total Amount Due: \$950.00**  
**Total Paid: \$950.00**  
**Balance: \$0.00**

For questions, please contact CMR:  
Phone: (800) 616-8210 / (415) 979-2264  
Fax: (415) 216-2535  
Email: <https://nsba.cmrushelp.com/s/contactsupport>

**MAKE REGISTRATION CHECKS PAYABLE TO:**  
National School Boards Association  
PO Box 1807  
Merrifield, VA 22116-8007



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 12:40 PM



Wendy Schilling,

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.



R0479192

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

Wendy Schilling  
Libertyville School District #70  
500 Fairlawn Ave  
Libertyville, IL 60048  
wschilling@d70schools.org

### Registration Summary -- R0479192

1 NSBA Annual Conference Registration \$725.00

**Total Registration Fees:** \$725.00

**Total Payment to Date:** \$725.00

**Payment Date/Type:**

PO / 10/10/2022 / \$725.00

**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 -- 55857717

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 

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