LIBERTYVILLE
SCHOOL DISTRICT #70

1381 West Lake Street
Libertyville, IL 60048
Phone: (847) 362-9695
Fax: (847) 362-3003
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 Supeirntendent, 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 Title/Office: Board President

Name of conference/meeting: COSSBA National Conference

Date(s) of conference/meeting: March 12 - 15, 2026 Location: Louisville, KY

Travel Departure Date: March 11, 2026 Travel Return Date: March 15, 2026

ESTIMATED EXPENSES

Auto Travel Allowance: $0.670 per mile

DATE	MILEAGE		LODGING	MEALS			OTHER		DAILY TOTAL
	# OF MILES	AUTO FILLED AMOUNT		Per Diem			ITEM	COST	
03/11/25		$ -	$ 229.00	$ 75.00			Registration	$ 1,025.00	**$ 1,329.00**
03/12/26			$ 229.00	$ 75.00					**$ 304.00**
03/13/26			$ 229.00	$ 75.00					**$ 304.00**
03/14/26		$ -	$ 229.00	$ 75.00					**$ 304.00**
03/15/26				$ 75.00					**$ 75.00**
									$ -
									$ -
		$ -							**$ -**
								Grand Total:	**$ 2,316.00**

Jennifer Khan 2/19/2026

Submitting Board Member's Signature **Date**

Superintendent Signature *(if total is below maximum allowable amount)* **Date**

School Board Action *(if total exceeds maximum allowable amount)*

☐ **Approved in full** ☐ **Approved in Part** ☐ **Denied**