



BOARD MEMBER EXPENSE REIMBURSEMENT REQUEST 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 Wendy Schilling Title/Office Board Member

Name of conference/meeting COSSBA National Conference

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

Travel Departure Date 3/11/2026 Travel Return Date 3/15/2026

Receipts Attached

Approved Expense Advancement Voucher attached, if applicable

Table with columns: DATE, MILEAGE (# OF MILES, AUTO FILLED AMOUNT), LODGING, MEALS (BREAKFAST, LUNCH, DINNER), OTHER (ITEM, COST), DAILY TOTAL. Includes subtotal and Reimbursable Amount.

Wendy Schilling
Submitting Board Member's Signature

4/24/2026
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

# GALT HOUSE

*Legendary • HOTEL • Louisville*

140 N 4th St.  
Louisville, KY 40202  
Tel: (502)589-5200 Fax: (502)585-4266

## INVOICE

Arrival : 03-11-26  
 Departure : 03-15-26  
 Company Name : Consortium of State School Boards A  
**Wendy Schilling**  
**1381 Lake Street**  
**Libertyville IL 60048**  
**United States**

Folio / Invoice # : 893503 /  
 Reference # : 88509EE575231  
 Room No. : 1535  
 Page No. : 1 of 2  
 Membership No. :  
 Conf. No. : 1235513  
 Cashier No. : 445  
 A/R Number :

Date	Description	Reference	Charges	Credits
03-11-26	Adv_Deposit			1,077.80
03-11-26	Walker's Exchange-Dinner	Room# 1535 : CHECK# 17097	30.24	
03-11-26	Group Room		229.00	
03-11-26	Local Transient Fee 8.5%		19.47	
03-11-26	State Transient Fee 1%		2.29	
03-11-26	State Tax 6%		15.25	
03-11-26	TID Fee 1.5%		3.44	
03-11-26	Parking-Self		30.00	
03-11-26	Self Park State Sales Tax		1.80	
03-12-26	Group Room		229.00	
03-12-26	Local Transient Fee 8.5%		19.47	
03-12-26	State Transient Fee 1%		2.29	
03-12-26	State Tax 6%		15.25	
03-12-26	TID Fee 1.5%		3.44	
03-12-26	Parking-Self		30.00	
03-12-26	Self Park State Sales Tax		1.80	
03-13-26	Walker's Exchange Breakfast	Room# 1535 : CHECK# 17422	33.56	
03-13-26	Jockey Silks Dinner	Room# 1535 : CHECK# 4092	23.08	
03-13-26	Group Room		229.00	
03-13-26	Local Transient Fee 8.5%		19.47	
03-13-26	State Transient Fee 1%		2.29	
03-13-26	State Tax 6%		15.25	
03-13-26	TID Fee 1.5%		3.44	
03-13-26	Parking-Self		30.00	
03-13-26	Self Park State Sales Tax		1.80	
03-14-26	Group Room		229.00	
03-14-26	Local Transient Fee 8.5%		19.47	
03-14-26	State Transient Fee 1%		2.29	
03-14-26	State Tax 6%		15.25	
03-14-26	TID Fee 1.5%		3.44	
03-14-26	Parking-Self		30.00	
03-14-26	Self Park State Sales Tax		1.80	
03-15-26	Mastercard	XXXXXXXXXXXX1552 XX/XX		214.08

**GALT HOUSE**

*Legendary • HOTEL • Louisville*

140 N 4th St.  
Louisville, KY 40202  
Tel: (502)589-5200 Fax: (502)585-4266

**INVOICE**

Arrival : 03-11-26  
Departure : 03-15-26  
Company Name : Consortium of State School Boards A

Wendy Schilling  
1381 Lake Street  
Libertyville IL 60048  
United States

Folio / Invoice # : 893503 /  
Reference # : 88509EE575231  
Room No. : 1535  
Page No. : 2 of 2  
Membership No. :  
Conf. No. : 1235513  
Cashier No. : 445  
A/R Number :

Date	Description	Reference	Charges	Credits
<b>Total</b>			<b>1,291.88</b>	<b>1,291.88</b>
<b>Balance</b>				<b>0.00</b>

Please contact the Hotel Manager about any issues with your stay. Wyndham Hotels and Resorts or affiliates may contact you about goods and services unless you call 888-946-4283 or write to Wyndham Worldwide Hotels, Inc. 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our Wyndham Hotels and Resorts website about privacy.



**Receipt: 2026 COSSBA National Conference + UBA Preconference Day**

**Payment Status:** Paid  
**Registration ID:** REGGCRSZFZH  
**Registration Date:** October 16, 2025  
**Event Date:** March 12, 2026

**Receipt ID:** 2026NATIONALCONFERENCE-GCRSZFZH  
**Issue Date:** November 22, 2025

Katie Coyle  
EA, Libertyville District 70, Illinois Association of School Boards  
kcoyle@d70schools.org

1381 Lake Street  
Libertyville, Illinois  
60048, United States

Item	Owner	Download / Status	USD
Early Bird COSSBA National Conference Registration + Preconference Day	Wendy Schilling	<a href="#">PUR3EHBYAQJ</a>	1,025.00
<b>Total</b>			1,025.00
<b>Amount Paid</b>			1,025.00
<b>Amount Due</b>			0.00

Payment	Date	Status	Transaction ID	USD
CHECK	November 22, 2025	Verified	113393	1,025.00

Please send checks to the address on the invoice!

**Check Maildrop Address Below:**

**COSSBA**  
**P O Box 55026**  
**Lexington, Kentucky 40555**

**ACH Payments can be made as well:**

Chase Bank

ABA-322271627 | Account Number-962583982

**COSSBA's W9 for your records.**



### Transaction Details



Shell

-\$26.98

#### Transaction Details

Type Card

Transaction date Mar 11, 2026

Posted date Mar 12, 2026

Description SHELL OIL 57442078606  
LEBANON IN 03/11

Also known as Shell

Merchant type Service stations

Method In person

Category Gas

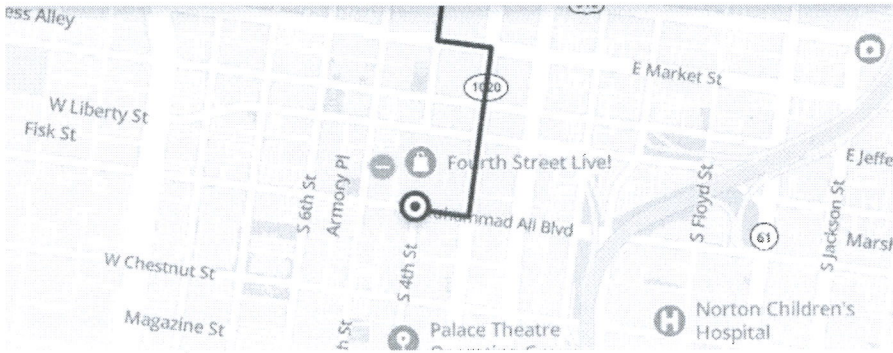
#### Having a problem with this transaction?

Let's look into it.

[Report a problem](#)



### Ride on 3/14/26, 6:36 PM

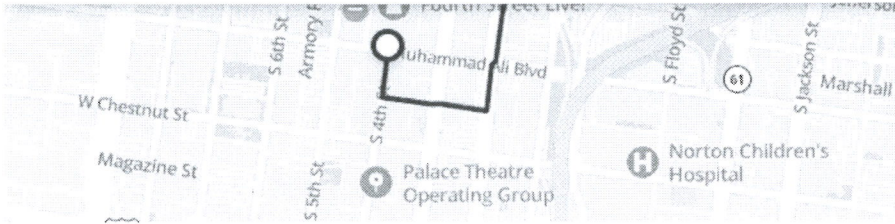


○	401 W Main St Louisville, KY 40202	Pickup 6:36 PM
○	Brendon's Catch 23 Louisville, KY 40202	Drop-off 6:43 PM

## Payment

Lyft Standard fare (0.6 mi, 6m)	\$6.97
Priority Pickup Upgrade	\$2.00
Increase Tip	\$5.00
<hr/>	
VISA Visa *0520	<b>\$8.97</b>
<hr/>	
VISA Visa *0520	<b>\$5.00</b>
<hr/>	
<b>Total charge</b>	<b>\$13.97</b>

< Ride on 3/14/26, 9:13 PM



○	<b>Lyft Pickup Zone</b>	Pickup
	Louisville, KY 40202	9:13 PM
○	<b>Galt House Hotel</b>	Drop-off
	Louisville, KY 40202	9:19 PM

# Payment

Lyft Standard fare (1 mi, 6m)	\$5.92
Priority Pickup Upgrade	\$3.00

 Visa *0520 Total charge	<b>\$8.92</b>
--	---------------


**Personal** >  
 Visa \*0520

Your payment method has already been charged. Changing profiles will not affect the payment method used.

Wawa #7411  
1354 Veterans Parkwa  
Clarksville IN 47129  
\*\*\*\*\*  
3/15/2026 0:16:20 AM  
Term: XXXXXXXXXX8004  
Appr: 290015  
Seq#: 036621  
Product: Unleaded  
Pump Gallons Price  
05 12.060 \$3.219  
Total Sale \$38.82  
Capture

American Express  
XXXXXXXXXXXX7312  
Chip Read

USD\$ 38.82

AMEX  
Mode: Issuer  
AID:  
A000000025010402  
TVR: 0800008000  
IAD: XXXXXXXXXXXXXXXX  
TSI: E800  
ARC: 00  
ARQC:  
A18CADF55C1895FD

03/15/2026 09:14:08

I agree to pay the  
above Total Amount  
according to Card  
Issuer Agreement.

\*\*\*\*\*

YOUR OPINION MATTERS

Tell us about your  
experience at

\* MyWawaVisit.com \*

Take our survey for  
a chance to win  
Free Hoagies for  
a year (1 per week)  
or a \$50 gift card!  
Disponible  
en Espanol

\*\*\*\*\*

Survey Code: 1119802  
Store Number: 07411

\*\*\*\*\*

Please respond  
within 5 days  
NO PURCHASE  
NECESSARY  
See rules at website

Kwik Trip  
11350 28th St

Kenosha  
WI 53144  
(262) 859-0460

-----  
Store #: 597  
Trans: 6071009  
Date: 3/15/2026  
Time: 2:07:28 PM  
-----

OXY87  
Pump Number 06  
Gallons 6.545  
Price/Gal \$3.399  
Total Fuel \$22.25

Total Sale \$22.25  
American Ex \$22.25

All Taxes Included  
In Fuel Price.

TID: RA1094000597706  
Appr: 403015  
American Express  
XXXXXXXXXXXX7312  
Chip Read

Capture

USD\$ 22.25

AMEX  
Mode: Issuer  
AID:

A000000025010402  
TVR: 0800008000  
IAD: XXXXXXXXXXXXXXXX  
TSI: E800  
ARC: 00  
ARQC:  
AD4F0C8E8271BD03

03/15/2026 14:06:14

I agree to pay the  
Above Total Amount  
according to Card  
Issuer Agreement.







## Rental For Mar 11, 2026

**Rental Agreement #:** 2N4FHK

Customer Service: 855-266-9565

<b>PICK-UP</b> Libertyville Libertyville, IL <u>+1 847-680-7001</u>  11 Mar 2026 10:35 AM	<b>RETURN</b> Libertyville Libertyville, IL <u>+1 847-680-7001</u>  15 Mar 2026 1:30 PM
<b>Final Total (USD)</b>	<b>\$245.<sup>60</sup></b>

 **Save up to 15% Off 3+ Days**   
On base rate. Terms apply.

<b>Rental Charges</b>	<b>Renter Details</b>
<b>Vehicle</b> TIME & DISTANCE \$ 181.75*	Name: <b>WENDY SCHILLING</b> Address On File: <b>•••FAIR••••••••••</b> , ••••••••••

<b>Extras</b>	
DW	\$ 45.00*
<b>Taxes &amp; Fees</b>	
AUTO RENTAL TAX (6.00%)	\$ 11.35*
VLCRF 5 Day(s) @ \$1.50 / Day	\$ 7.50*
<b>Total</b>	
Total (USD)	\$ 245.60

Account Name **Xna Family Fixed**

**Vehicle Details**

Class Driven: **IFAR**

Class Charged: **FCAR**

Make/Model: **NISN ROGU**

License Plate: **393BQK**

**Distance**

Odometer Start: **18405.0 Miles**

Odometer End: **19144.0 Miles**

Distance Driven: **739.0 Miles**

**Thank you for choosing Enterprise.**  
 Enterprise Leasing Company Of Chicago, Llc • Libertyville • 915 S Milwaukee Ave,  
 Libertyville • 60048 IL, US



**Check Detail**

Galt House Hotel  
Jockey Silks

Sign up and earn. Reward yourself with  
AJS Rewards every time you dine.

557005 Kayla Fields. 1

-----  
CHK 4092 GST 1  
107  
3/13/2026 5:47 PM  
-----

1 Sierra Mist 4.00  
1 Margherita Pizza 14.00

Subtotal \$18.00  
Other \$4.00  
Tax \$1.08

Payment \$23.08  
Change Due \$0.00  
\$ Charge Tip \$4.00  
Room Charge \$23.08  
1535/Schilling

----- Check Closed -----  
3/13/2026 6:43 PM

**Check Detail**

Galt House Hotel  
Walker's Exchange

Sign up and earn. Reward yourself with  
AJS Rewards every time you dine.

556909 Julia F. 2

-----  
CHK 17422 TBL 373/1  
GST 1  
3/13/2026 9:40 AM  
-----

1 Triple Stack Pancakes	14.00
*Mods	
plain	
1 TWO EGGS	4.00
Scramble	
2 Coffee @ 4.00	8.00

Subtotal	\$26.00
Other	\$6.00
Tax	\$1.56
Payment	\$33.56
Change Due	\$0.00
\$ Charge Tip	\$6.00
Room Charge	\$33.56
1535/Schilling	

----- Check Closed -----  
3/13/2026 11:08 AM

**Check Detail**

Galt House Hotel  
Walker's Exchange

Sign up and earn. Reward yourself with  
AJS Rewards every time you dine.

220 Rohit C. 2

-----  
CHK 17097 TBL 364/1  
GST 1  
3/11/2026 6:51 PM  
CHECK REOPENED FROM CHK 17097  
-----

1 Pork Chop	20.00
1 Soda	4.00
Subtotal	\$24.00
Other	\$4.80
Tax	\$1.44
Payment	\$30.24
Change Due	\$0.00
\$ Charge Tip	\$4.80
Room Charge	\$30.24
1535/Schilling	

----- Check Closed -----  
3/11/2026 7:52 PM