



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 Brian Lawton 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

ACTUAL EXPENSES									
Auto Travel Allowance: \$0.670 per mile									
DATE	MILEAGE		LODGING	MEALS			OTHER		DAILY TOTAL
	# OF MILES	AUTO FILLED AMOUNT		BREAKFAST	LUNCH	DINNER	ITEM	COST	
03/11/25		\$ -					Car Ren	\$ 282.70	\$ 282.70
03/11/26		\$ -	\$ 269.45				Registra	\$ 1,025.00	\$ 1,294.45
03/11/26		\$ -					Parking	\$ 37.10	\$ 37.10
03/12/26		\$ -	\$ 269.45				Parking	\$ 37.10	\$ 306.55
03/13/26		\$ -	\$ 269.45				Parking	\$ 37.10	\$ 306.55
03/14/26		\$ -	\$ 269.45				Parking	\$ 37.10	\$ 306.55
03/15/26		\$ -					Gas	\$ 61.98	\$ 61.98
		\$ -							\$ -
								Subtotal	\$ 2,595.88
								- Advances	\$2,102.80
Reimbursable Amount (negative amount indicates refund due from employee)									\$493.08

Brian Lawton

4/27/2026

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

The
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

Brian Lawton
1381 Lake Street
Libertyville IL 60048
United States

Folio / Invoice # : 894004 /
Reference # : 88509EE582563
Room No. : 1034
Page No. : 1 of 1
Membership No. : 501576872H
Conf. No. : 1241935
Cashier No. : 454
A/R Number :

Date	Description	Reference	Charges	Credits
03-11-26	Adv_Deposit			1,077.80
03-11-26	Parking Valet	Room# 1034 : 218520 Lawton	35.00	
03-11-26	Valet Park State Sales Tax		2.10	
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	
03-12-26	Parking Valet	Room# 1034 : 218520 Lawton	35.00	
03-12-26	Valet Park State Sales Tax		2.10	
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	
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03-14-26	State Tax 6%		15.25	
03-14-26	TID Fee 1.5%		3.44	
03-15-26	Visa Card	XXXXXXXXXXXX6294 XX/XX		148.40

Total **1,226.20** **1,226.20**

Balance **0.00**

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.



Renter Information

Renter Name

BRIAN LAWTON

Renter Address

LIBERTYVILLE, IL 60048
USA

Contract

ENTERPRISE PLUS

Vehicle Information

TRAX

License #: EXJ8009

State/Province: MI

Unit #: 7XJMT9

Vehicle #: SC165660

Vehicle Class Driven

Compact SUV 4 door/Automatic/Air

Vehicle Class Charged

Full Size 4 door/Automatic/Air

Odometer Mileage/Kilometers

Starting: 32758 Ending: 33484

Total: 726

Fuel

Starting: 9.3g Ending: 11.8g

Trip Information

Pickup

Wednesday, March 11, 2026 9:55 AM

NN-LIBERTYVILLE

915 S MILWAUKEE AVE
LIBERTYVILLE, IL 60048-3228
USA

Return

Monday, March 16, 2026 9:29 AM

NN-LIBERTYVILLE

915 S MILWAUKEE AVE
LIBERTYVILLE, IL 60048-3228
USA

Renter Charges

Rental Rate Time & Distance 1 Week at \$259.20 / Week \$259.20

Mileage Unlimited Mileage Included

Taxes and Fees Vlcrf (\$1.50 / Day) \$7.50

Auto Rental Tax (6.00%) \$16.00

Total **\$282.70**

(Subject to audit)

Amount charged on March 16, 2026 to VISA (6294) (\$282.70)

APN:

AID: A0000000031010

Verified: Signature

Entry: Chip

TSI:

Amount Due **\$0.00**

Thank you for renting
with Enterprise Rent-A-
Car

We appreciate your business!

This email was automatically generated
from an unattended mailbox, so please
do not reply to this e-mail.

If you have any questions about your
rental, please view our Frequently



Receipt: 2026 COSSBA National Conference + UBA Preconference Day

Payment Status: Paid
Registration ID: REGWHR8TYJB
Registration Date: October 27, 2025
Event Date: March 12, 2026

Receipt ID: 2026NATIONALCONFERENCE-WHR8TYJB
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	Brian Lawton	PURS8KNSTRJ	1,025.00
Total			1,025.00
Amount Paid			1,025.00
Amount Due			0.00

Payment	Date	Status	Transaction ID	USD
CHECK	November 22, 2025	Verified	113453	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.



Galt House

\$148.40

Posted

Galt House Louisville Ky

Transaction info

Date

3/15/2026

Time

7:00 pm

Last 4 digits of card used

6294

Payment method

Manually entered

Type

Purchase

Reference number

24000976075424103904846

U.S. Bank ExtendPay[®]

This transaction is eligible for an ExtendPay Plan.

[Set up a plan >](#)

Money tracker



Shell

\$31.58

Posted

Shell Oil 57442078606 Lebanon In

Transaction info

Date

3/11/2026

Time

7:00 pm

Last 4 digits of card used

6294

Payment method

Chip card reader

Type

Purchase

Reference number

24316056071677387107311

Money tracker

Auto & Transport

Gas

 [Change category](#)

Merchant info





3961 Lebanon Rd, Lebanon, TN, 37087

731-592-3606

Visit merchant website 

Options

Dispute this transaction >

Split this bill with Zelle® >



Circle K

\$30.40

Posted

Circle K 02261 Lafayette In

Transaction info

Date

3/15/2026

Time

7:00 pm

Last 4 digits of card used

6294

Payment method

Chip card reader

Type

Purchase

Reference number

24692166075108675784873

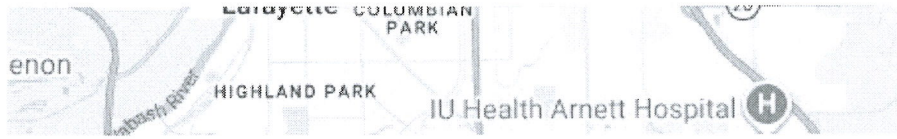
Money tracker

Auto & Transport

Gas

 [Change category](#)

Merchant info



3112 Ferry St, Lafayette, IN, 47904

765-449-9043

Visit merchant website 

Options

Dispute this transaction >

Split this bill with Zelle® >