

J . Sterling Morton High School District 201 2025-2026 Travel Reimbursement Form



Attendee's Name:	Sandra Tomschin	Home Address:	
Department:	Board of Education		
Conference/Meeting name:	COSSBA Conference		Board Approved Date: 01/14/2026
			Must have Board Approval if travel is overnight.

Dates	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Paid by Me	Charged to School
Enter Miles (start/end location)				03/12/26	03/13/26	03/14/26	03/15/26		
Mileage Cost @ .70 cents/mile	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls								\$ -	
Parking								\$ -	
Air Fare								\$ -	
Baggage Fees								\$ -	
Rail Fare / Subway Fare								\$ -	
Car Rental								\$ -	
Hotel Internet Fee								\$ -	
Lodging								\$ -	
	■	■	■	■	■	■	■		
	■	■	■	■	■	■	■		
	■	■	■	■	■	■	■		
Conference fees								\$ -	
Banquet Fee								\$ -	
Taxi / Shuttle								\$ -	
Other: BoE Per Diem				\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 300.00	
LESS ADVANCE									
Total Reimbursement	\$ -	\$ -	\$ -	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 300.00	\$0.00

Board of Education Per Diem rate per day: \$75.00

Itemized receipts for tolls, parking, air fare, baggage fees, rail fare, subway/bus fee, car rental, hotel internet fee, lodging, conference fee, banquet fee or other will be needed to verify expenditures. Mileage reimbursement shall not exceed the cost of round-trip coach air fare. All reimbursements must be submitted within 60 days of the travel.

I certify that the above reimbursable expenses were actually incurred by me as indicated and were incurred for travel to and from the conference specified above.

Signature: Sandra Tomschin	Date: 4/6/2026	Date:
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Account #: 10E001-2340-3340-00-000702	Approved by Director:
<i>Updated: 07/01/2025 (LS)</i>	Date:

Asst. Supt. of Educational Programs