Sept. 28, 2011

Matt Vanover, Mark Wancket
Illinois Department of Education
100 N. 1st St.
Springfield, IL 62777

Matt, Mark,

This is a request under Illinois’ Freedom of Information Act.

Please provide all records in the agency’s possession or in Supt. Chris Koch’s possession related to any out-of-state or out-of-country travel by Supt. Koch, in his official capacity, since becoming state school superintendent. The records should include, but not be limited to:

/Any forms, submissions or correspondence with the agency’s ethics officer prior to or after such travel by Koch;
/Any and all travel request forms or transportation request forms submitted by Koch;
/Any records showing travel reimbursement amounts provided to Supt. Koch in connection with out-of-state or out-of-country travel.
/Any travel voucher or reimbursement forms that Supt. Koch submitted to the department or to any outside organization that paid for travel;
/Any documentation related to direct-billed travel expenses for out-of-state or out-of-country trips by Koch;
/Any records containing itineraries, conference agendas, hotel information, plane flight information or any other information related to Koch’s out-of-state or out-of-country trips;
/Any records showing the calendar dates that Supt. Koch departed for and returned to work in Illinois after out-of-state or out-of-country trips. These dates would encompass -- but could potentially go beyond -- the dates of a conference or a meeting.
/Any records showing Supt. Koch’s use of a state plane in connection with any out-of-state or out-of-country trip.
/Any records showing Illinois State Board of Education payments to any company, organization or entity that paid for Supt. Koch’s travel expenses since he became superintendent, including but not limited to all payments ISBE has made to the Pearson company.

Please contact me if you have any questions, at drado@tribune.com or 708-498-4248.

Thanks,

Diane Rado
Education reporter
Chicago Tribune