

School Board

Exhibit - Board Member Estimated Expense Approval Form

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. Please print.

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

Estimated Expenses Approval Requested (50 ILCS 150/20)

Purchase Order Requested Purchase Order #: _____

Expense Advancement Voucher Requested (105 ILCS 5/10-22.32)

Voucher Amount: _____

| Estimated Expense Report | | | | | | | | | | |
|---------------------------------------|---------|------|----------------------|---------|-------|-------|--------|-------|------|-------------|
| Auto Travel Allowance: _____ per mile | | | | | | | | | | |
| Date | Mileage | | Comm. Travel Expense | Lodging | Meals | | | Other | Cost | Daily Total |
| | Miles | Cost | | | Bkfst | Lunch | Dinner | | | |
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| Total | | | | | | | | | | \$ |

Submitting Board Member's Signature Date

Superintendent Signature Date

School Board Action: **Approved** **Denied**
 Approved in Part **Exceeds Maximum Allowable Amount**

DATED: February 22, 2017