School Board

Exhibit - Board Member Expense Reimbursement Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the School Board. Please print and attach receipts for all expenditures. 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: _______________________________

☐ Receipts attached

☐ Approved expense advancement (voucher) attached, if applicable* (Completed 2:125-E2, Board Member Estimated Expense Approval Form.)

Actual Expense Report

* Board members will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. (105 ILCS 5/10-22.32)

Auto Travel Allowance: ________ per mile

<table>
<thead>
<tr>
<th>Date</th>
<th>Mileage</th>
<th>Cost</th>
<th>Comm. Travel Expenses</th>
<th>Lodging</th>
<th>Daily Meal Expense</th>
<th>Other Item</th>
<th>Other Cost</th>
<th>Daily Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal

Advances

TOTAL (a negative amount indicates refund due from Board member) $____________

Submitting Board Member’s Signature _______________________________ Date __________

Superintendent Signature _______________________________ Date __________

School Board Action: ☐ Approved ☐ Approved in Part ☐ Denied

☐ Exceeds Maximum Allowable Amount

DATED: December 19, 2016

2:125-E1