

**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 Request Date: \_\_\_\_\_

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							
Date	Mileage Miles	Cost	Comm. Travel Expenses	Lodging	Daily Meal Expense	Other Item	Daily Total
<b>Subtotal</b>							
<b>Advances</b>							
<b>TOTAL (a negative amount indicates refund due from Board member)</b>						<b>\$</b>	

\_\_\_\_\_  
Submitting Board Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

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

DATED: December 19, 2016