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: ___________________________

<table>
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<tr>
<th>Date</th>
<th>Mileage Miles</th>
<th>Comm. Travel Expense</th>
<th>Lodging</th>
<th>Daily Meal Expense</th>
<th>Other Item</th>
<th>Daily Total</th>
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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

2:125-E2