

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 Miles	Cost	Comm. Travel Expense	Lodging	Daily Meal Expense	Item	Other Cost	Daily Total
Total								\$

 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