

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: Mrs. Michelle Stiff

Title/Office: Board Member

Travel Destination: Tinley Park Convention Center

Purpose: New Board Member Workshops

Departure Date: June 14, 2019

Return Date: June 15, 2019

☒ **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	Meals Bkfst Lunch Dinner			Other Item Cost	Daily Total
5/14/19	59.8	34.69						Registration 350.00	384.69
Total									\$384.69

Submitting Board Member's Signature_____
Date_____
Superintendent Signature_____
Date

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