

Document Status: Review and Monitoring

Board Member Compensation; Expenses

2:125-E1 Exhibit - Board Member Expense Reimbursement Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the Board of Education. 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. [PRESSPlus1](#)

Name: _____

Title/Office:

Travel Destination: _____

Purpose:

Departure Date: _____

Return Date:

Receipts attached

Request Date:

Estimated expenses attached (Completed 2:125-E2, Board Member Estimated Expense Approval Form)(pre-approval is required for federal and State grants).

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](#). For federal and State grants, board members will be reimbursed for actual and necessary expenses that exceed estimated expenses as permitted by Board policy 2:125, *Board Member Compensation; Expenses*.

Auto Travel Allowance: _____ per mile

| Date | Auto Mileage | Transp. Expenses | Lodging | Meals or Per Diem | Other Item Cost | Daily Total |
|---|-----------------|---------------------|---------|------------------------------|--------------------|----------------|
| | Miles | Cost | | Bkfst Lunch Dinner | | |
| Subtotal | | | | | | |
| Advances | | | | | | - |
| TOTAL (a negative amount indicates refund due from Board member) | | | | | | \$ |

Submitting Board Member's Signature _____ Date

Superintendent Signature _____ Date

Board Action:

- Approved** **Denied**
- Approved in Part** **Exceeds Maximum Allowable Amount**
- Grant Funding Source** (if applicable): _____

Comments: _____

PRESSPlus Comments

[PRESSPlus 1.](#) This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual

be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

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