

# Document Status: Draft Update - Rewritten

## Board Member Compensation; Expenses

### 2:125-E2 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 Board of Education. **Use of this form is required (1) by 2:125-E3, Resolution to Regulate Expense Reimbursements and (2) for pre-approval of expenses to be charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act.** Please print. [PRESSplus1](#)

Name: \_\_\_\_\_ Title/Office: \_\_\_\_\_

Travel Destination: \_\_\_\_\_ Purpose:  
\_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date:  
\_\_\_\_\_

**Estimated Expenses Approval Requested** (50 ILCS 150/20 or grant expenditure)

**Travel is grant-related\*** (specify grant): \_\_\_\_\_

**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

**\*Grant-related travel only:** Except for mileage and other transportation expenses, expense reimbursement/per diem is only allowed if on official travel status for 12 hours or more. If lodging at or below the applicable rate cannot be identified, please indicate below and attach at least three quotes for review.

Date	Auto Mileage		Transp. Expenses	Lodging	Meals or Per Diem	Other Item Cost	Daily Total
	Miles	Cost					
<b>Total</b>							<b>\$</b>

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](#). Rewritten to include requirements for the regulation of travel expenses under grants. Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130. See policy 2:125 and the **PRESS** Update Memo for more information. **Issue 103, March 2020**