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: Mr. Jim Allison

Title/Office: Board Member

Travel Destination: NIU Naperville

Purpose: New Board Member Workshops

Departure Date: July 12, 2019

Return Date: July 13, 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	Mileage Cost	Comm. Travel Expense	Lodging	Meals Bkfst	Meals Lunch	Meals Dinner	Other Item	Other Cost	Daily Total
5/14/19	49.8	28.89						Registration	350.00	378.89
Total										**$378.89**

______________________________ ______________

Submitting Board Member's Signature Date

______________________________ ______________

Superintendent Signature Date

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