

School Board

Exhibit - Board Member Expense Voucher Reimbursement Form

Submit to the Superintendent who will include this request in the monthly list of bills presented to the School Board. 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.

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 Voucher

*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	Mileage Miles	Cost	Comm. Travel Expenses	Lodging	Breakfast	Meals Lunch	Dinner	Other Item	Cost	Daily Total
Subtotal										
Advances									-	
Total (a negative amount indicates refund due from Board member)									\$	

Submitting Board Member's Signature

Date

Superintendent Signature

Date

Formatted: Font: (Default) Calibri, Complex Script Font: Calibri

Formatted: Font: (Default) Calibri, Bold, Complex Script Font: Calibri

Formatted: Font: (Default) Calibri, Complex Script Font: Calibri

Formatted: Font: (Default) Calibri, Italic, Complex Script Font: Calibri

Formatted: Font: (Default) Calibri, Not Bold, Complex Script Font: Calibri

Formatted: Font: (Default) Calibri, Complex Script Font: Calibri

Formatted: Font: (Default) Calibri, Not Bold, Italic, Complex Script Font: Calibri

School Board Action:

- Approved
- Denied
- Approved in Part
- Exceeds Maximum Allowable Amount

Grant Funding Source (if applicable): _____

Comments: _____

Formatted: Indent: Before: 0", Space After: 6 pt, Line spacing: Double

Formatted: Font: Not Bold