

# Document Status: Review and Monitoring

## 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			Bkfst Lunch Dinner		
<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.](#) 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](http://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

**Issue 115, June 2024**