

**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 (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.

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

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

Departure date: \_\_\_\_\_ Return date: \_\_\_\_\_

Estimated Expenses Approval Requested (50 ILCS 150/20 or grant expenditure 105 ILCS 5/10-22.32)

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

Purchase Order Requested Purchase Order #: \_\_\_\_\_

Expense Advancement Voucher Requested (105 ILCS 5/10-22.32)

Voucher Amount: \_\_\_\_\_

*Please print*

**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 an 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		Comm. Travel Expenses	Lodging	Meals or Per Diem			Other Item	Cost	Daily Total
	Miles	Cost			Breakfast	Lunch	Dinner			
<b>Total</b>										<b>\$</b>

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\_\_\_\_\_  
Submitting Board Member's Signature

\_\_\_\_\_  
Date

Superintendent Signature

Date

**School Board Action:**

**Approved**

**Denied**

**Approved in Part**

**Exceeds Maximum Allowable Amount**

**Grant Funding Source (if applicable):**

**Comments:**

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