

School Board

Exhibit - Board Member Expense 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
 - 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.)
- Request Date: _____

Actual Expense Report

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

Submitting Board Member's Signature

Date

Superintendent Signature

Date

School Board Action: **Approved** **Denied**
 Approved in Part **Exceeds Maximum Allowable Amount**
 • **Grand Funding Source:**

Comments: _____

Reviewed: October 20, 2003; January 18, 2011, November 21, 2016, November 2024
Adopted: November 17, 2003
Revision Adopted: February 7, 2011, December 5, 2016