

**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 Board Resolution to Regulate Expense Reimbursements. Please print.*

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

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

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

- **Estimated Expenses Approval Requested** (50 ILCS 150/20)
- **Travel is grant-related\* (specify grant):** \_\_\_\_\_
- **Purchase Order Requested** Purchase Order #: \_\_\_\_\_
- **Expense Advancement Voucher Requested** (105 ILCS 5/10-22.32) Voucher Amount: \_\_\_\_\_

**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 |             |
|                 |         |      |                       |         |       |       |        |       |      |             |
|                 |         |      |                       |         |       |       |        |       |      |             |
|                 |         |      |                       |         |       |       |        |       |      |             |
|                 |         |      |                       |         |       |       |        |       |      |             |
|                 |         |      |                       |         |       |       |        |       |      |             |
| <b>Subtotal</b> |         |      |                       |         |       |       |        |       |      |             |
| <b>Advances</b> |         |      |                       |         |       |       |        |       |      | -           |

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

- School Board Action:**  **Approved**  **Denied**  
 **Approved in Part**  **Exceeds Maximum Allowable Amount**  
 ● **Grand Funding Source** (if applicable):

**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