

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 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print.

Name: Mr. Matthew Kennedy

Title/Office: Board Member

Travel Destination: NIU Naperville

Purpose: New Board Member Workshops

Departure Date: July 12, 2019

Return Date: July 13, 2019

Estimated Expenses Approval Requested (50 ILCS 150/20)

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 | | | | | | | | | | |
| Date | Mileage | | Comm. Travel Expense | Lodging | Meals | | | Other Item | Cost | Daily Total |
| | Miles | Cost | | | Bkfst | Lunch | Dinner | | | |
| 5/14/19 | 39.6 | 22.97 | | | | | | Registration | 350.00 | 372.97 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Total | | | | | | | | | | \$372.97 |

Submitting Board Member's Signature

Date

Superintendent Signature

Date

School Board Action: Approved Denied Approved in Part Exceeds Maximum Allowable Amount