

School Board - Exhibit - Board Member Travel Expense Purchase Order

Submit to the Superintendent who will include this request in the monthly list of bills that is presented to the School Board.

Name: _____ Request date: _____

Destination: _____ Purpose: _____

Departure date: _____ Return date: _____

Please print

Estimated Expenses									
* Auto Travel Allowance: _____ per mile									
Date	Mileage *		Lodging	Meals			Other Item	Cost	Daily Total
	Miles	Cost		Breakfast	Lunch	Dinner			
Total									\$

Board Action: **Approved** **Denied**

Board President or Secretary

Date

APPROVED: October 15, 2012