

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 | | Daily Total |
| | Miles | Cost | | Breakfast | Lunch | Dinner | Item | Cost | |
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| Total | | | | | | | | | \$ |

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

Board President or Secretary

Date

Dated: May 2012