

BOARD MEMBER TRAVEL REQUEST FORM

Fill in yellow shaded cells only

This form is used for 2 purposes:

1. To obtain approval for travel contemplated by board member regardless of amount (**PRE - APPROVAL**)
2. To obtain approval for travel that exceeded the original estimate (**POST APPROVAL**) if needed

Date request was sent for approval:

Tuesday, October 11, 2022

Person making the request & Building:

Ursula Studer on behalf of five (5) Board Members

Workshop/Conference Title:

IASB Triple I Conference

Workshop/Conference Date (s):

11/18/22 through 11/20/22

Brief Description:

Annual Educational Conference-Premier training event for Board members and Administrators

Location (city, state, hotel, address):

Hyatt Regency, 151 Wacker Drive, Chicago, IL 60601

MAXIMUM ALLOWABLE costs	Estimated cost of trip				Actual cost of trip				Explanation
	# Travelers	# days/nights	MAX	Est Per Pers	Est this trip	# Travelers	# days/nights	Per Pers	
AIRFARE \$ 500 per person, per trip			\$0		\$0	OK			\$0 OK
RAIL \$ 300 per person, per trip			\$0		\$0	OK			\$0 OK
PERS AUTO, \$ 250 per person, per trip	5		\$1,250	\$250	\$1,250	OK			\$0 OK
AUTO RENTAL, \$ 450 per trip per 4 people			\$0		\$0	OK			\$0 OK
LODGING, \$ 300 per person, per night	5	3	\$4,500	\$300	\$4,500	OK			\$0 OK
MEALS @ \$ 44 per day	5	3	\$660		\$660	OK			\$0 OK
MISC TRANSPORTATION, \$250 per trip			\$250		\$0	OK			OK
Conference Registration fees					\$2,495				
Pre-Conference Workshops					\$600				
Total estimate for the trip					\$9,505				

Board approval of ESTIMATED cost of travel

Superintendent or designee

Ayes _____ Nay's _____

Board of Education roll call vote

at open meeting dated: _____

NOTE: This requires board action item write up

2nd Board approval of ACTUAL cost of travel if exceeded maximum allowable

Superintendent or designee

Ayes _____ Nay's _____

Board of Education roll call vote

at open meeting dated: _____

NOTE: This requires board action item write up

Trip Notes:

Airline	
Rail	
Personal Auto	
Auto rental	
Lodging	
Misc Transportation	
Conference Registration fees	
Other	