

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**

Estimated cost of trip						Actual cost of trip				Explanation
MAXIMUM ALLOWABLE costs	# Travelers	# days/nights	MAX	Est Per Pers	Est this trip	# Travelers	# days/nights	Per Pers	Actual Cost	
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				\$0	OK

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		