Request for Pre-Approval of Board Member Expenditure

Instructions: Complete both sections of this form and submit it, with all documentation, to the Board of Education Office no later than two weeks prior to date of the conference/meeting, nonlocal travel, event, or other. Each item submitted for pre-approval requires a separate form.

Board Member Name ____________________________________________________________

SECTION A – Please choose one of the following

- Conference/Professional Meeting
  - Conference/Professional Meeting Date(s) ______/______/________ ______/______/________ Location ___________________________
  - Meeting/Conference Title _______________________________
  - Cost (Registration Fee) ________________ Travel Mode ___________________________ Estimated Travel Cost _______________________________
  - Overnight Accommodations Needed: ☐ Yes ☐ No Number of Nights: _____ Estimated Lodging Cost _______________________

- Travel to Nonlocal Activity (e.g. activity outside Montgomery County such as State Board of Education, Annapolis hearing)
  - Date of Activity ______/______/________ Sponsor and Type of Activity ______________________________________________________
  - Activity Location _______________________________ Estimated Distance________________ Estimated Travel Cost________________

- Ticketed Event
  - Date of Event ______/______/________ Event Title ________________________________________________________________________
  - Event Sponsor _____________________________________ Event Location_________________________ Event Cost________________

- Other
  - Date ______/______/________ Estimated Cost________________

  Description __________________________________________________________________________________________________________

SECTION B – Please complete

Expenditure Purpose
Briefly describe how this expenditure is necessary to promote the Board's priorities and is in alignment with the work of the Board.

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

Requestor Signature ____________________________ Date ______/______/________

Date Received ______/______/________ ☐ Approved ☐ Denied

Basis for Decision

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

Signature ____________________________ Date ______/______/________

Board Chief of Staff

Signature ____________________________ Date ______/______/________

Board Vice President

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