



# 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*