

**Conejo Valley Village  
Expense Report**

Save File as: Lastname DD-MM-YY (Description .....)

Name:   
 Street Address:   
 City, State, ZIP:

Date Submitted:   
 Address if check is to be made to a third party:  
 Name:   
 Street Address:   
 City, State, ZIP:

Submitters Authorizing Name:

**Expenses:**

Date	MM/DD/YY	Account #	Vendor	Amount	Description of Purchase
<b>EXPENSES TOTAL</b>				<input type="text"/>	

**Travel Expenses:**

Date	MM/DD/YY	Account #	Miles	Rate per Mile	Description	TOTAL
				\$0.35		
<b>TRAVEL TOTAL</b>						<input type="text"/>

**GRAND TOTAL ( Expenses + Travel)**

**Authorization #1:**   
 Director

**Authorization #2:**   
 Director