

**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
EXPENSES TOTAL					

Travel Expenses:

Date	MM/DD/YY	Account #	Miles	Rate per Mile	Description	TOTAL
				\$0.35		
TRAVEL TOTAL						

GRAND TOTAL (Expenses + Travel) []

Authorization #1: []
Director

Authorization #2: []
Director