Shenandoah Valley Academy

MONTHLY EXPENSE REPORT

(Effective July 1, 2025)

Name_____ PR# _____ Date_____

Personal Automobile Travel

Date(s)	Destination & Purpose of Trip	Dept. to Charge	Miles	Miles X $0.45
				$
				$
				$

Lodging (Attach Receipts)

Date(s)	Motel	Purpose of Trip	Dept. to Charge	Amount $
				$
				$
				$

Other Reportable Miscellaneous Expenses (Attach Receipts)

Date(s)	Description of Expense	Dept. to Charge	Expense Amount $
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$

Employee Signature _____ Authorizing Signature _____