Expense Report - Arrow Academy Schools

Mailing Address:

Name (print):

Campus:

Expense Report Month:

Signature:

Date Submitted:

Per Mile Reimbursement (2025 rate): 0.725

Authorized by (Director/ Superintendent/CFO):

Must be Director approved if school personnel. Directors and district personnel must be approved by Superintendent or CFO.

Total Reimbursement Due $0.00

Date	Description of Expense (Include purpose and function* and be specific as to the use of the item if not obvious.)	Airfare & Lodging	Supplies	Ground Transp. (Gas, Rental Car, Taxi)	Meals	Conferences and Seminars	Miles (Personal Car Only)	Mileage Reimb.	Miscellaneous	Total
								$0.00		$0.00
								$0.00		$0.00
								$0.00		$0.00
								$0.00		$0.00
								$0.00		$0.00
								$0.00		$0.00
								$0.00		$0.00
								$0.00		$0.00
								$0.00		$0.00
								$0.00		$0.00
								$0.00		$0.00
								$0.00		$0.00
								$0.00		$0.00
								$0.00		$0.00
								$0.00		$0.00
								$0.00		$0.00
								$0.00		$0.00
								$0.00		$0.00
		$0.00	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**0.00**	**$0.00**	**$0.00**	
								Total Reimbursement:		**$0.00**

- Attach detailed receipts for all expenses.
- For mileage, include description of start and end locations (e.g. "school to store name" or "home to Bryan"). Must deduct normal commute from mileage unless trip was during work hours, and you worked on-site before and after trip.
- Expense reports turned in by the 15th of the month will be processed in that month. Expense reports turned in after the 15th will be processed the following month.

* Functions include: Instruction, Food Services, General Admin, Maintenance & Operations, Curriculum Development, Special Education and ESL.