

EXPENSE REPORTING FORM

Name: Adair Ireland-Smith

Title: Board Member

Reporting Period: October 1, 2018 to March 31, 2019



Date			Amount	Expense Category	Description
Month	Date	Year			
February	6	2019	\$ 55.00	Meal	PRHC Board Related Committee / Meeting
February	13	2019	\$ 2.00	Travel - Incidentals (parking, tolls)	Attendance/Presentation at Community Meeting
February	19	2019	\$ 27.20	Travel - Own Use (mileage)	Attendance/Presentation at Community Meeting
March	1	2019	\$ 10.80	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
March	19	2019	\$ 19.20	Travel - Own Use (mileage)	Attendance/Presentation at Community Meeting

Definitions:

- Date(s): When expenses were incurred
- Amount: The value of the approved expense
- Expense Category: The type of expense incurred:
 - Meal
 - Travel
 - o Accommodation
 - o Travel incidentals (insurance, parking, tolls, etc.)
 - o Vehicle rental or own use (mileage)
 - o Taxi or public transportation
 - o Train or air travel
 - o Vehicle Rental
- Description: Notes explaining the context in which the expenses were incurred or any other relevant details.