

EXPENSE REPORTING FORM

Name: Brenda Weir

Title: Vice President

Reporting Period: April 1 to September 30, 2018



Date			Amount	Expense Category	Description
Month	Date	Year			
April	3	2018	\$ 48.00	Travel - Own Use (mileage)	Business Meeting
April	3	2018	\$ 22.40	Travel - Own Use (mileage)	Business Meeting
April	30	2018	\$ 33.60	Travel - Own Use (mileage)	Business Meeting
April	30	2018	\$ 8.00	Travel - Incidentals (parking, tolls)	Business Meeting
May	23	2018	\$ 33.60	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
May	23	2018	\$ 8.00	Travel - Incidentals (parking, tolls)	PRHC Board Related Committee / Meeting
May	29	2018	\$ 33.60	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
May	29	2018	\$ 6.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
May	31	2018	\$ 176.00	Travel - Own Use (mileage)	Professional Development
May	31	2018	\$ 158.19	Travel - Accommodation	Professional Development
May	31	2018	\$ 46.78	Meal	Professional Development
June	13	2018	\$ 33.60	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
June	20	2018	\$ 33.60	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
July	18	2018	\$ 33.60	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
August	23	2018	\$ 56.80	Travel - Own Use (mileage)	Business Meeting
August	23	2018	\$ 15.00	Travel - Incidentals (parking, tolls)	Business Meeting
September	24	2018	\$ 63.44	Travel - Own Use (mileage)	Business Meeting
September	24	2018	\$ 15.00	Travel - Incidentals (parking, tolls)	Business 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.