

EXPENSE REPORTING FORM



Name: Brenda Weir

Title: Vice President

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

Date			Amount	Expense Category	Description
Month	Date	Year			
October	23	2018	\$ 140.49	Meal	Business Meeting
October	24	2018	\$ 37.92	Travel - Own Use (mileage)	Business Meeting
October	24	2018	\$ 8.00	Travel - Incidentals (parking, tolls)	Business Meeting
October	24	2018	\$ 16.80	Travel - Own Use (mileage)	Business Meeting
October	29	2018	\$ 25.16	Travel - Own Use (mileage)	Business Meeting
October	29	2018	\$ 13.50	Travel - Incidentals (parking, tolls)	Business Meeting
October	29	2018	\$ 31.72	Travel - Own Use (mileage)	Business Meeting
November	15	2018	\$ 43.60	Travel - Own Use (mileage)	Business Meeting
November	15	2018	\$ 16.00	Travel - Incidentals (parking, tolls)	Business Meeting
November	15	2018	\$ 36.76	Travel - Own Use (mileage)	Business Meeting
November	22	2018	\$ 24.80	Travel - Own Use (mileage)	Business Meeting
November	22	2018	\$ 31.64	Travel - Own Use (mileage)	Business Meeting
November	23	2018	\$ 24.80	Travel - Own Use (mileage)	Business Meeting
November	23	2018	\$ 31.64	Travel - Own Use (mileage)	Business Meeting
January	15	2019	\$ 57.20	Travel - Own Use (mileage)	Business Meeting
January	15	2019	\$ 13.50	Travel - Incidentals (parking, tolls)	Business Meeting
January	15	2019	\$ 8.00	Travel - Incidentals (parking, tolls)	Business Meeting
February	6	2019	\$ 56.80	Travel - Own Use (mileage)	Attendance at MOHLTC/LHIN/Government Meeting
February	6	2019	\$ 22.40	Travel - Train or Air Travel	Attendance at MOHLTC/LHIN/Government Meeting
March	8	2019	\$ 12.00	Travel - Incidentals (parking, tolls)	Business Meeting
March	8	2019	\$ 106.40	Travel - Own Use (mileage)	Business Meeting
March	27	2019	\$ 396.18	Travel - Accommodation	Professional Development
March	27	2019	\$ 103.20	Travel - Own Use (mileage)	Professional Development

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.