

EXPENSE REPORTING FORM

Name: Dr. Nancy White

Title: VP & CMO

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



Date					
Month	Date	Year	Amount	Expense Category	Description
September	24	2018	\$124.30	Meal	Business Meeting
November	6	2018	\$38.39	Meal	Business Meeting
November	6	2018	\$66.00	Travel - Own Use (mileage)	Business Meeting
November	7	2018	\$224.87	Travel - Accommodation	Business Meeting
November	20	2018	\$66.00	Travel - Own Use (mileage)	Business Meeting
November	21	2018	\$202.27	Travel - Accommodation	Business Meeting
February	27	2019	\$68.40	Travel - Own Use (mileage)	Business Meeting
February	27	2019	\$10.00	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.