

**EXPENSE REPORTING FORM**



Name: Dr. Peter McLaughlin

Title: President & CEO

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

Date			Amount	Expense Category	Description
Month	Date	Year			
October	1	2018	\$62.64	Travel - Own Use (mileage)	Business Meeting
October	2	2018	\$62.64	Travel - Own Use (mileage)	Business Meeting
October	3	2018	\$62.64	Travel - Own Use (mileage)	Business Meeting
October	4	2018	\$62.64	Travel - Own Use (mileage)	Business Meeting
October	16	2018	\$64.32	Travel - Own Use (mileage)	Business Meeting
October	16	2018	\$135.80	Meal	Business Meeting
October	24	2018	\$65.44	Travel - Own Use (mileage)	Attendance at MOHLTC/LHIN/Government Meeting
October	29	2018	\$63.44	Travel - Own Use (mileage)	Business Meeting
October	29	2018	\$13.50	Travel - Incidentals (parking, tolls)	Business Meeting
November	5	2018	\$39.76	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
November	8	2018	\$67.84	Travel - Own Use (mileage)	Professional Development
November	8	2018	\$22.00	Travel - Incidentals (parking, tolls)	Professional Development
November	14	2018	\$63.44	Travel - Own Use (mileage)	Business Meeting
November	14	2018	\$13.50	Travel - Incidentals (parking, tolls)	Business Meeting
November	19	2018	\$62.80	Travel - Own Use (mileage)	Business Meeting
November	23	2018	\$48.48	Travel - Own Use (mileage)	Attendance at MOHLTC/LHIN/Government Meeting
November	23	2018	\$8.00	Travel - Incidentals (parking, tolls)	Attendance at MOHLTC/LHIN/Government Meeting
December	17	2018	\$63.76	Travel - Own Use (mileage)	Business Meeting
December	19	2018	\$65.12	Travel - Own Use (mileage)	Attendance at MOHLTC/LHIN/Government Meeting
February	4	2019	\$34.80	Travel - Own Use (mileage)	Attendance/Presentation at Community Meeting
February	19	2019	\$13.48	Travel - Own Use (mileage)	Attendance/Presentation at Community Meeting
February	19	2019	\$12.20	Travel - Own Use (mileage)	Attendance/Presentation at Community Meeting
February	19	2019	\$38.12	Travel - Own Use (mileage)	Attendance/Presentation at Community Meeting
February	19	2019	\$36.34	Meal	Attendance/Presentation at Community Meeting
February	19	2019	\$24.92	Travel - Own Use (mileage)	Attendance/Presentation at Community Meeting
February	27	2019	\$68.56	Travel - Own Use (mileage)	Business Meeting
February	27	2019	\$10.00	Travel - Incidentals (parking, tolls)	Business Meeting
March	4	2019	\$16.80	Travel - Own Use (mileage)	Attendance/Presentation at Community Meeting
March	4	2019	\$18.40	Travel - Own Use (mileage)	Attendance/Presentation at Community Meeting
March	7	2019	\$108.80	Travel - Own Use (mileage)	Business Meeting
March	7	2019	\$30.00	Travel - Incidentals (parking, tolls)	Business Meeting
March	8	2019	\$106.40	Travel - Own Use (mileage)	Attendance at MOHLTC/LHIN/Government Meeting
March	8	2019	\$12.00	Travel - Incidentals (parking, tolls)	Attendance at MOHLTC/LHIN/Government Meeting
March	18	2019	\$62.88	Travel - Own Use (mileage)	Business Meeting
March	19	2019	\$19.20	Travel - Own Use (mileage)	Attendance/Presentation at Community Meeting
March	22	2019	\$48.48	Travel - Own Use (mileage)	Attendance at MOHLTC/LHIN/Government Meeting
March	22	2019	\$8.00	Travel - Incidentals (parking, tolls)	Attendance at MOHLTC/LHIN/Government Meeting
March	27	2019	\$110.40	Travel - Own Use (mileage)	Professional Development
March	27	2019	\$19.00	Travel - Incidentals (parking, tolls)	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