

**EXPENSE REPORTING FORM**

Name: Dr. Lynn Mikula

Title: Chair, MAC

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



| Date     |      |      | Amount     | Expense Category                      | Description              |
|----------|------|------|------------|---------------------------------------|--------------------------|
| Month    | Date | Year |            |                                       |                          |
| October  | 1    | 2018 | \$62.40    | Travel - Own Use (mileage)            | Business Meeting         |
| October  | 2    | 2018 | \$62.40    | Travel - Own Use (mileage)            | Business Meeting         |
| October  | 4    | 2018 | \$418.10   | Travel - Accommodation                | Business Meeting         |
| October  | 15   | 2018 | \$62.40    | Travel - Own Use (mileage)            | Business Meeting         |
| November | 5    | 2018 | \$66.00    | Travel - Own Use (mileage)            | Business Meeting         |
| November | 9    | 2018 | \$5.74     | Meal                                  | Business Meeting         |
| November | 7    | 2018 | \$13.32    | Meal                                  | Business Meeting         |
| November | 6    | 2018 | \$68.83    | Meal                                  | Business Meeting         |
| November | 9    | 2018 | \$551.44   | Travel - Accommodation                | Business Meeting         |
| November | 13   | 2018 | \$66.00    | Travel - Own Use (mileage)            | Business Meeting         |
| November | 13   | 2018 | \$51.57    | Meal                                  | Business Meeting         |
| November | 15   | 2018 | \$341.26   | Travel - Accommodation                | Business Meeting         |
| November | 19   | 2018 | \$66.00    | Travel - Own Use (mileage)            | Business Meeting         |
| November | 19   | 2018 | \$54.48    | Meal                                  | Business Meeting         |
| November | 21   | 2018 | \$341.26   | Travel - Accommodation                | Business Meeting         |
| January  | 25   | 2018 | \$207.76   | Meal                                  | Business Meeting         |
| February | 10   | 2018 | \$116.00   | Travel - Own Use (mileage)            | Professional Development |
| February | 13   | 2018 | \$1,107.91 | Travel - Accommodation                | Professional Development |
| February | 13   | 2018 | \$186.35   | Travel - Vehicle Rental               | Professional Development |
| February | 10   | 2018 | \$38.47    | Meal                                  | Professional Development |
| February | 11   | 2018 | \$16.63    | Meal                                  | Professional Development |
| February | 11   | 2018 | \$22.60    | Travel - Incidentals (parking, tolls) | Professional Development |
| February | 12   | 2018 | \$27.82    | Meal                                  | Professional Development |
| February | 12   | 2018 | \$22.52    | Travel - Incidentals (parking, tolls) | Professional Development |
| February | 13   | 2018 | \$13.69    | Meal                                  | Professional Development |
| February | 13   | 2018 | \$52.96    | Travel - Incidentals (parking, tolls) | Professional Development |
| February | 13   | 2018 | \$75.00    | 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 were incurred or any other relevant details.