

EXPENSE REPORTING FORM



Name: Heather Young

Title: Community Member at Large

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

Date					
Month	Date	Year	Amount	Expense Category	Description
October	17	2018	\$ 60.00	Travel - Own Use (mileage)	Professional Development
October	17	2018	\$ 269.12	Travel - Accommodation	Professional Development
October	18	2018	\$ 32.00	Travel - Incidentals (parking, tolls)	Professional Development
October	18	2018	\$ 60.00	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.