

EXPENSE REPORTING FORM

Name: Joan Conrad

Title: Board Member

Reporting Period: April 1 to September 30, 2018



Date			Amount	Expense Category	Description
Month	Date	Year			
May	29	2018	\$ 36.80	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
May	29	2018	\$ 8.00	Travel - Incidentals (parking, tolls)	PRHC Board Related Committee / Meeting
June	12	2018	\$ 36.80	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
June	12	2018	\$ 8.00	Travel - Own Use (mileage)	PRHC Board Related Committee / 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.