

**EXPENSE REPORTING FORM**

Name: Joan Conrad No Expenses to Report

Title: Board Member

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



Date			Amount	Expense Category	Description
Month	Date	Year			

**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.