

**EXPENSE REPORTING FORM**

Name: Kate Farnell

Title: VP & CFO

Reporting Period: April 1 to September 30, 2018



Date			Amount	Expense Category	Description
Month	Date	Year			
April	3	2018	\$ 23.28	Travel - Own Use (mileage)	Business Meeting
April	3	2018	\$ 23.28	Travel - Own Use (mileage)	Business Meeting
April	3	2018	\$ 9.95	Travel - Train or Air Travel	Business Meeting
April	3	2018	\$ 9.95	Travel - Train or Air Travel	Business Meeting
April	10	2018	\$ 442.14	Travel - Train or Air Travel	Professional Development
April	10	2018	\$ 16.80	Travel - Own Use (mileage)	Business Meeting
April	23	2018	\$ 16.80	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
April	26	2018	\$ 16.80	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
May	13	2018	\$ 9.95	Travel - Train or Air Travel	Professional Development
May	18	2018	\$ 9.95	Travel - Train or Air Travel	Professional Development
May	18	2018	\$ 15.53	Meal	Professional Development
May	24	2018	\$ 16.80	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
June	13	2018	\$ 16.80	Travel - Own Use (mileage)	Business Meeting
June	21	2018	\$ 16.80	Travel - Own Use (mileage)	Business Meeting
June	25	2018	\$ 16.80	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
July	24	2018	\$ 16.80	Travel - Own Use (mileage)	Business Meeting
July	25	2018	\$ 16.80	Travel - Own Use (mileage)	Business Meeting
August	7	2018	\$ 16.80	Travel - Own Use (mileage)	Business 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

---