

EXPENSE REPORTING FORM

Name: Kate Farnell

Title: VP & CFO

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



| Date | | | Amount | Expense Category | Description |
|-------|------|------|----------|----------------------------|------------------|
| Month | Date | Year | | | |
| March | 21 | 2019 | \$ 46.40 | 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 were incurred or any other relevant details.