EXPENSE REPORTING FORM

Name: Le Nguyen No Expenses to Report

Title: Board Member

Reporting Period: April 1 to September 30, 2018

Date					
Month	Date	Year	Amount	Expense Category	Description

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.