

**EXPENSE REPORTING FORM**

Name: Lesley Beagrie

Title: Board Member

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



Date					
Month	Date	Year	Amount	Expense Category	Description
November	14	2018	\$ 27.94	Travel - Taxi or Public Transportation	PRHC Board Related Committee / Meeting
November	14	2018	\$ 14.75	Travel - Taxi or Public Transportation	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.