

**EXPENSE REPORTING FORM**



Name: Margaret Keatings

Title: Board Member

Reporting Period: April 1 to September 30, 2018

Date			Amount	Expense Category	Description
Month	Date	Year			
April	10	2018	\$ 9.60	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
May	3	2018	\$ 9.60	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
May	16	2018	\$ 14.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
May	17	2018	\$ 38.40	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
May	17	2018	\$ 8.00	Travel - Incidentals (parking, tolls)	PRHC Board Related Committee / Meeting
June	27	2018	\$ 14.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
July	11	2018	\$ 8.80	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
July	26	2018	\$ 14.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
August	22	2018	\$ 14.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
September	5	2018	\$ 14.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
September	19	2018	\$ 14.00	Travel - Own Use (mileage)	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.