

EXPENSE REPORTING FORM



Name: Margaret Keatings

Title: Board Member

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

Date			Amount	Expense Category	Description
Month	Date	Year			
October	3	2018	\$ 9.60	Travel - Own Use (mileage)	Professional Development
October	10	2018	\$ 14.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
October	17	2018	\$ 26.50	Travel - Taxi or Public Transportation	Professional Development
November	7	2018	\$ 14.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
November	21	2018	\$ 14.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
January	9	2019	\$ 14.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
January	18	2019	\$ 12.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
February	7	2019	\$ 14.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
February	21	2019	\$ 14.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
March	6	2019	\$ 14.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
March	27	2019	\$ 64.00	Travel - Own Use (mileage)	Professional Development

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.