

**EXPENSE REPORTING FORM**



Name: Mary Ferguson-Paré

Title: Board Member

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

Date			Amount	Expense Category	Description
Month	Date	Year			
October	3	2018	\$ 23.20	Travel - Own Use (mileage)	Professional Development
October	15	2018	\$ 23.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
October	24	2018	\$ 23.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
November	20	2018	\$ 23.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
November	28	2018	\$ 23.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
January	17	2019	\$ 23.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
January	30	2019	\$ 23.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
February	6	2019	\$ 23.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
February	21	2019	\$ 23.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
February	27	2019	\$ 23.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
March	22	2019	\$ 23.20	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.