

EXPENSE REPORTING FORM



Name: Matt Snyder

Title: AVP & CHRO

Reporting Period: April 1 to September 30, 2018

Date			Amount	Expense Category	Description
Month	Date	Year			
April	10	2018	\$ 441.22	Travel - Train or Air Travel	Professional Development
May	13	2018	\$ 33.94	Meal	Professional Development
May	13	2018	\$ 65.78	Travel - Taxi or Public Transportation	Professional Development
May	13	2018	\$ 11.20	Travel - Train or Air Travel	Professional Development
May	18	2018	\$ 46.25	Travel - Taxi or Public Transportation	Professional Development
May	18	2018	\$ 11.20	Travel - Train or Air Travel	Professional Development
May	18	2018	\$ 13.23	Travel - Taxi or Public Transportation	Professional Development
May	18	2018	\$ 17.29	Meal	Professional Development
May	29	2018	\$ 6.00	Travel - Incidentals (parking, tolls)	Business Meeting
June	1	2018	\$ 56.00	Travel - Own Use (mileage)	Business Meeting
June	5	2018	\$ 38.00	Travel - Own Use (mileage)	Business Meeting
June	7	2018	\$ 38.00	Travel - Own Use (mileage)	Business Meeting
June	13	2018	\$ 16.80	Travel - Own Use (mileage)	Business Meeting
June	20	2018	\$ 16.80	Travel - Own Use (mileage)	Business Meeting
July	18	2018	\$ 16.80	Travel - Own Use (mileage)	Business Meeting
July	19	2018	\$ 16.80	Travel - Own Use (mileage)	Business Meeting
July	25	2018	\$ 7.20	Travel - Own Use (mileage)	Attendance at MOHLTC/LHIN/Government Meeting
July	25	2018	\$ 1.00	Travel - Incidentals (parking, tolls)	Attendance at MOHLTC/LHIN/Government Meeting
September	12	2018	\$ 197.59	Meal	Business 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
