

**EXPENSE REPORTING FORM**

Name: Matt Snyder

Title: AVP & CHRO

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



Date			Amount	Expense Category	Description
Month	Date	Year			
October	1	2018	\$ 228.80	Travel - Own Use (mileage)	Professional Development
October	1	2018	\$ 62.39	Travel - Incidentals (parking, tolls)	Professional Development
October	12	2018	\$ 88.00	Travel - Own Use (mileage)	Business Meeting
October	25	2018	\$ 30.00	Travel - Own Use (mileage)	Professional Development
October	25	2018	\$ 22.00	Travel - Incidentals (parking, tolls)	Professional Development
November	23	2018	\$ 6.00	Travel - Incidentals (parking, tolls)	Business Meeting
December	7	2018	\$ 26.97	Meal	Business Meeting
December	12	2018	\$ 14.50	Travel - Taxi or Public Transportation	Professional Development
December	12	2018	\$ 22.40	Travel - Train or Air Travel	Professional Development
December	21	2018	\$ 266.68	Travel - Train or Air Travel	Business Meeting
January	29	2019	\$ 39.27	Travel - Taxi or Public Transportation	Business Meeting
January	29	2019	\$ 316.13	Travel - Accommodation	Business Meeting
January	30	2019	\$ 19.24	Travel - Taxi or Public Transportation	Business Meeting
February	22	2019	\$ 20.90	Travel - Train or Air Travel	Attendance at MOHLTC/LHIN/Government Meeting
March	29	2019	\$ 24.99	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