

EXPENSE REPORTING FORM

Name: Melanie Sangster

Title: Community Member at Large

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



| Date | | | Amount | Expense Category | Description |
|----------|------|------|----------|----------------------------|--|
| Month | Date | Year | | | |
| October | 3 | 2018 | \$ 47.20 | Travel - Own Use (mileage) | Professional Development |
| October | 18 | 2018 | \$ 51.20 | Travel - Own Use (mileage) | PRHC Board Related Committee / Meeting |
| October | 24 | 2018 | \$ 32.40 | Travel - Own Use (mileage) | PRHC Board Related Committee / Meeting |
| November | 6 | 2018 | \$ 51.20 | Travel - Own Use (mileage) | PRHC Board Related Committee / Meeting |
| February | 26 | 2019 | \$ 26.40 | Travel - Own Use (mileage) | PRHC Board Related Committee / Meeting |
| February | 27 | 2019 | \$ 32.40 | 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.