

EXPENSE REPORTING FORM



Name: Dr. Nancy Martin-Ronson

Title: VP, CNE & CIO

Reporting Period: April 1 to September 30, 2018

Date					
Month	Date	Year	Amount	Expense Category	Description
April	13	2018	\$ 8.00	Travel - Incidentals (parking, tolls)	Business Meeting
April	13	2018	\$ 49.20	Travel - Own Use (mileage)	Business Meeting
April	23	2018	\$ 66.40	Travel - Own Use (mileage)	Attendance at MOHLTC/LHIN/Government Meeting
April	23	2018	\$ 20.90	Travel - Train or Air Travel	Attendance at MOHLTC/LHIN/Government Meeting
May	9	2018	\$ 16.00	Travel - Incidentals (parking, tolls)	Business Meeting
May	9	2018	\$ 73.60	Travel - Own Use (mileage)	Business Meeting
May	23	2018	\$ 33.60	Travel - Own Use (mileage)	Business Meeting
May	24	2018	\$ 65.60	Travel - Own Use (mileage)	Business Meeting
May	29	2018	\$ 33.60	Travel - Own Use (mileage)	Business Meeting
May	29	2018	\$ 8.00	Travel - Incidentals (parking, tolls)	Business Meeting
June	13	2018	\$ 33.60	Travel - Own Use (mileage)	Business Meeting
June	15	2018	\$ 15.00	Travel - Incidentals (parking, tolls)	Business Meeting
June	20	2018	\$ 33.60	Travel - Incidentals (parking, tolls)	Business Meeting
July	13	2018	\$ 15.00	Travel - Incidentals (parking, tolls)	Business Meeting
July	20	2018	\$ 6.75	Travel - Incidentals (parking, tolls)	Business Meeting
July	20	2018	\$ 106.00	Travel - Train or Air Travel	Business Meeting
August	14	2018	\$ 6.75	Travel - Own Use (mileage)	Business Meeting
September	25	2018	\$ 13.50	Travel - Incidentals (parking, tolls)	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 were incurred or any other relevant details.