

EXPENSE REPORTING FORM



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

Date			Amount	Expense Category	Description
Month	Date	Year			
September	5	2018	\$ 51.20	Travel - Own Use (mileage)	Business Meeting
September	5	2018	\$ 5.00	Travel - Incidentals (parking, tolls)	Business Meeting
September	25	2018	\$ 63.60	Travel - Own Use (mileage)	Business Meeting
September	26	2018	\$ 13.50	Travel - Incidentals (parking, tolls)	Business Meeting
October	12	2018	\$ 49.81	Meal	Business Meeting
October	15	2018	\$ 62.80	Travel - Own Use (mileage)	Business Meeting
October	22	2018	\$ 62.80	Travel - Own Use (mileage)	Business Meeting
November	22	2018	\$ 63.60	Travel - Own Use (mileage)	Business Meeting
November	23	2018	\$ 49.60	Travel - Own Use (mileage)	Business Meeting
November	23	2018	\$ 13.50	Travel - Incidentals (parking, tolls)	Business Meeting
November	23	2018	\$ 8.00	Travel - Incidentals (parking, tolls)	Business Meeting
December	6	2018	\$ 610.35	Travel - Train or Air Travel	Professional Development
January	9	2019	\$ 10.54	Travel - Incidentals (parking, tolls)	Business Meeting
January	8	2019	\$ 62.40	Travel - Own Use (mileage)	Business Meeting
February	4	2019	\$ 62.40	Travel - Own Use (mileage)	Business Meeting
February	6	2019	\$ 87.20	Travel - Own Use (mileage)	Business Meeting
February	6	2019	\$ 16.00	Travel - Incidentals (parking, tolls)	Business Meeting
February	11	2019	\$ 116.00	Travel - Own Use (mileage)	Professional Development
February	12	2019	\$ 44.24	Meal	Professional Development
February	12	2019	\$ 80.33	Meal	Professional Development
February	12	2019	\$ 64.01	Travel - Taxi or Public Transportation	Professional Development
February	13	2019	\$ 83.61	Travel - Taxi or Public Transportation	Professional Development
February	13	2019	\$ 95.15	Meal	Professional Development
February	14	2019	\$ 516.46	Travel - Accommodation	Professional Development
February	14	2019	\$ 105.50	Travel - Incidentals (parking, tolls)	Professional Development
February	15	2019	\$ 48.00	Travel - Own Use (mileage)	Business Meeting
February	17	2019	\$ 8.50	Meal	Professional Development
February	19	2019	\$ 8.00	Travel - Incidentals (parking, tolls)	Business Meeting
February	19	2019	\$ 11.89	Travel - Incidentals (parking, tolls)	Business Meeting
March	13	2019	\$ 15.00	Travel - Incidentals (parking, tolls)	Business Meeting
March	18	2019	\$ 47.22	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.