

EXPENSE REPORTING FORM



Name: Robert Gibson

Title: Board Member

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

Date			Amount	Expense Category	Description
Month	Date	Year			
October	3	2018	\$ 33.20	Travel - Own Use (mileage)	Professional Development
October	5	2018	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
October	17	2018	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
October	18	2018	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
October	24	2018	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
November	13	2018	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
November	21	2018	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
November	22	2018	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
November	26	2018	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
November	27	2018	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
January	7	2019	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
January	16	2019	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
January	17	2019	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
February	20	2019	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
February	21	2019	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
February	26	2019	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
February	28	2019	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
March	20	2019	\$ 27.20	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.