

EXPENSE REPORTING FORM



Name: Robert Gibson

Title: Board Member

Reporting Period: April 1, 2019 to September 30, 2019

Date			Amount	Expense Category	Description
Month	Date	Year			
May	7	2019	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
May	16	2019	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
May	22	2019	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
June	18	2019	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
June	26	2019	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
June	27	2019	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
July	12	2019	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
July	31	2019	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
August	13	2019	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
September	9	2019	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
September	18	2019	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
September	19	2019	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
September	25	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.