EXPENSE REPORTING FORM

Name: Brenda Weir

Title: Vice President

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

Date					
Month	Date	Year	Amount	Expense Category	Description
May	9	2019	$ 116.00	Meal	Business Meeting
May	28	2019	$ 80.80	Travel - Own Use (mileage)	Business Meeting
May	28	2019	$ 16.00	Travel - Incidentals (parking, tolls)	Business Meeting
June	6	2019	$ 54.80	Travel - Own Use (mileage)	Business Meeting
June	6	2019	$ 8.00	Travel - Incidentals (parking, tolls)	Business Meeting
June	25	2019	$ 87.20	Travel - Own Use (mileage)	Business Meeting
June	25	2019	$ 16.00	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.