

**EXPENSE REPORTING FORM**



Name: Heather Young

Title: Community Member at Large

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

| Date  |      |      | Amount    | Expense Category                      | Description              |
|-------|------|------|-----------|---------------------------------------|--------------------------|
| Month | Date | Year |           |                                       |                          |
| May   | 8    | 2019 | \$ 124.80 | Travel - Own Use (mileage)            | Professional Development |
| May   | 8    | 2019 | \$ 64.00  | Travel - Incidentals (parking, tolls) | Professional Development |
| May   | 8    | 2019 | \$ 564.10 | Travel - Accommodation                | Professional Development |
|       |      |      |           |                                       |                          |
|       |      |      |           |                                       |                          |

**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.