

EXPENSE REPORTING FORM



Name: Kate Farnell

Title: VP & CFO

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

Date					
Month	Date	Year	Amount	Expense Category	Description
April	25	2019	\$ 46.40	Travel - Own Use (mileage)	Business Meeting
May	2	2019	\$ 46.40	Travel - Own Use (mileage)	Business Meeting
May	9	2019	\$ 46.40	Travel - Own Use (mileage)	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.