EXPENSE REPORTING FORM

Name: Dr. Lynn Mikula

Title: Chair, MAC

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

Date					
Month	**Date**	**Year**	**Amount**	**Expense Category**	**Description**
June	10	2019	$219.20	Travel - Own Use (mileage)	Business Meeting
June	11	2019	$546.65	Travel - Accommodation	Business Meeting
June	11	2019	$36.39	Meal	Business Meeting
July	18	2019	$752.31	Travel - Train or Air Travel	Professional Development
August	28	2019	$1,382.98	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.