

EXPENSE REPORTING FORM



Name: Margaret Keatings

Title: Board Member

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

Date			Amount	Expense Category	Description
Month	Date	Year			
April	11	2019	\$ 8.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
April	12	2019	\$ 14.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
April	17	2019	\$ 14.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
May	15	2019	\$ 14.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
June	26	2019	\$ 14.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
July	31	2019	\$ 14.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
August	6	2019	\$ 14.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
September	4	2019	\$ 14.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
September	18	2019	\$ 14.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
September	25	2019	\$ 14.00	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.