

EXPENSE REPORTING FORM

Name: Matt Snyder

Title: VP & CHRO

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



Date			Amount	Expense Category	Description
Month	Date	Year			
April	25	2019	\$ 22.80	Travel - Train or Air Travel	Professional Development
May	24	2019	\$ 8.00	Travel - Incidentals (parking, tolls)	Business Meeting
May	28	2019	\$ 45.60	Travel - Own Use (mileage)	Business Meeting
June	14	2019	\$ 13.50	Travel - Incidentals (parking, tolls)	Business Meeting
June	27	2019	\$ 22.80	Travel - Train or Air Travel	Business Meeting
June	27	2019	\$ 49.06	Meal	Business Meeting
July	19	2019	\$ 43.23	Meal	Business Meeting
September	5	2019	\$ 214.40	Travel - Own Use (mileage)	Business Meeting
September	5	2019	\$ 10.72	Meal	Business Meeting
September	5	2019	\$ 15.00	Travel - Incidentals (parking, tolls)	Business Meeting
September	6	2019	\$ 14.25	Travel - Incidentals (parking, tolls)	Business Meeting
September	6	2019	\$ 15.00	Meal	Business Meeting
September	13	2019	\$ 240.30	Meal	Business Meeting
September	14	2019	\$ 160.46	Travel - Train or Air Travel	Business Meeting
September	16	2019	\$ 19.24	Travel - Taxi or Public Transportation	Business Meeting
September	16	2019	\$ 20.99	Travel - Taxi or Public Transportation	Business Meeting
September	17	2019	\$ 20.34	Travel - Taxi or Public Transportation	Business Meeting
September	18	2019	\$ 202.47	Travel - Accommodation	Business Meeting
September	27	2019	\$ 24.50	Travel - Train or Air Travel	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