

EXPENSE REPORTING FORM



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Title: VP, CNE & CIO

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

Date			Amount	Expense Category	Description
Month	Date	Year			
April	4	2019	\$ 87.20	Travel - Own Use (mileage)	Business Meeting
April	3	2019	\$ 240.30	Meal	Business Meeting
April	10	2019	\$ 62.40	Travel - Own Use (mileage)	Business Meeting
April	11	2019	\$ 63.20	Travel - Own Use (mileage)	Business Meeting
April	24	2019	\$ 172.50	Meal	Business Meeting
April	26	2019	\$ 62.40	Travel - Own Use (mileage)	Business Meeting
April	26	2019	\$ 8.00	Travel - Incidentals (parking, tolls)	Business Meeting
April	30	2019	\$ 62.40	Travel - Own Use (mileage)	Business Meeting
May	6	2019	\$ 62.80	Travel - Own Use (mileage)	Business Meeting
May	8	2019	\$ 62.80	Travel - Own Use (mileage)	Business Meeting
May	17	2019	\$ 8.00	Travel - Incidentals (parking, tolls)	Business Meeting
May	17	2019	\$ 48.00	Travel - Own Use (mileage)	Business Meeting
May	23	2019	\$ 62.80	Travel - Own Use (mileage)	Business Meeting
June	7	2019	\$ 87.20	Travel - Own Use (mileage)	Business Meeting
June	7	2019	\$ 16.00	Travel - Incidentals (parking, tolls)	Business Meeting
June	10	2019	\$ 219.20	Travel - Own Use (mileage)	Business Meeting
June	10	2019	\$ 166.00	Meal	Business Meeting
June	10	2019	\$ 546.65	Travel - Accommodation	Business Meeting
June	11	2019	\$ 42.74	Meal	Business Meeting
June	13	2019	\$ 13.00	Travel - Incidentals (parking, tolls)	Business Meeting
June	19	2019	\$ 65.60	Travel - Own Use (mileage)	Business Meeting
July	22	2019	\$ 65.60	Travel - Own Use (mileage)	Business Meeting
July	30	2019	\$ 65.60	Travel - Own Use (mileage)	Business Meeting
August	21	2019	\$ 65.60	Travel - Own Use (mileage)	Business Meeting
August	22	2019	\$ 91.62	Meal	Business Meeting
September	11	2019	\$ 65.60	Travel - Own Use (mileage)	Business Meeting
September	25	2019	\$ 65.60	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.