

EXPENSE REPORTING FORM



Name: Dr. Nancy White

Title: VP & CMO

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

Date			Amount	Expense Category	Description
Month	Date	Year			
April	24	2019	\$168.37	Travel - Train or Air Travel	Professional Development
April	24	2019	\$42.40	Travel - Own Use (mileage)	Professional Development
April	28	2019	\$1,232.84	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.