

EXPENSE REPORTING FORM



Name: Dr. Peter McLaughlin

Title: President & CEO

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

Date			Amount	Expense Category	Description
Month	Date	Year			
April	20	2019	\$200.00	Meal	PRHC Board Related Committee / Meeting
April	26	2019	\$8.00	Travel - Incidentals (parking, tolls)	Business Meeting
April	26	2019	\$48.32	Travel - Own Use (mileage)	Business Meeting
May	8	2019	\$12.00	Travel - Incidentals (parking, tolls)	Business Meeting
May	8	2019	\$108.00	Travel - Own Use (mileage)	Business Meeting
May	17	2019	\$8.00	Travel - Incidentals (parking, tolls)	Business Meeting
May	17	2019	\$48.32	Travel - Own Use (mileage)	Business Meeting
May	28	2019	\$87.20	Travel - Own Use (mileage)	Business Meeting
May	28	2019	\$26.96	Travel - Own Use (mileage)	Attendance/Presentation at Community Meeting
May	29	2019	\$62.88	Travel - Own Use (mileage)	Business Meeting
September	4	2019	\$50.00	Travel - Own Use (mileage)	Professional Development
September	6	2019	\$50.00	Travel - Own Use (mileage)	Professional Development
September	6	2019	\$395.50	Travel - Accommodation	Professional Development
September	27	2019	\$48.48	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