

**EXPENSE REPORTING FORM**



Name: Rob Purdy

Title: Community Member at Large

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

Date			Amount	Expense Category	Description
Month	Date	Year			
May	8	2019	\$ 63.60	Travel - Own Use (mileage)	Professional Development
May	8	2019	\$ 34.34	Meal	Professional Development
May	9	2019	\$ 28.66	Meal	Professional Development
May	10	2019	\$ 546.10	Travel - Accommodation	Professional Development
May	10	2019	\$ 64.00	Travel - Incidentals (parking, tolls)	Professional Development
May	10	2019	\$ 63.60	Travel - Own Use (mileage)	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.