EXPENSE REPORTING FORM

Peterborough Regional Health Centre

Name: Brenda Weir

Title: Vice President

Reporting Period: October 1, 2019 to March 31, 2020

Date					
Month	Date	Year	Amount	Expense Category	Description
October	29	2019	$ 128.65	Meal	Business Meeting

x Blu 17/4/2020

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.