

**EXPENSE REPORTING FORM**

Name: Don Gillespie  
 Title: Board Member  
 Reporting Period: October 1, 2019 to March 31, 2020



Date			Amount	Expense Category	Description
Month	Date	Year			
January	15	2020	\$ 22.96	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
January	16	2020	\$ 22.96	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
January	22	2020	\$ 22.96	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
January	24	2020	\$ 22.96	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
February	3	2020	\$ 22.96	Travel - Own Use (mileage)	Attendance/Presentation at Community Meeting
February	18	2020	\$ 22.96	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
February	19	2020	\$ 22.96	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
February	20	2020	\$ 22.96	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
February	26	2020	\$ 22.96	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
March	2	2020	\$ 22.96	Travel - Own Use (mileage)	Attendance/Presentation at Community Meeting
March	3	2020	\$ 28.80	Travel - Own Use (mileage)	Attendance/Presentation at Community Meeting
March	11	2020	\$ 134.88	Travel - Own Use (mileage)	PRHC Board Related Committee / 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.