

EXPENSE REPORTING FORM



Name: Joan Conrad No expenses to report
Title: Board Member
Reporting Period: October 1, 2019 to March 31, 2020

Date			Amount	Expense Category	Description
Month	Date	Year			

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.