

EXPENSE REPORTING FORM

Name: Dr. Lynn Mikula

Title: Chief of Staff

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



| Date | | | Amount | Expense Category | Description |
|----------|------|------|----------|------------------------------|--------------------------|
| Month | Date | Year | | | |
| October | 3 | 2019 | \$529.14 | Travel - Train or Air Travel | Professional Development |
| November | 20 | 2019 | \$629.30 | Travel - Accommodation | Professional Development |
| November | 18 | 2019 | \$112.80 | Travel - Own Use (mileage) | Professional Development |
| December | 10 | 2019 | \$85.60 | Travel - Own Use (mileage) | Business Meeting |
| December | 11 | 2019 | \$85.60 | Travel - Own Use (mileage) | Business Meeting |
| December | 12 | 2019 | \$85.60 | Travel - Own Use (mileage) | Business Meeting |
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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.