

**EXPENSE REPORTING FORM**



Name: Lesley Beagrie

Title: Board Member

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

| Date     |      |      |           |                                       |  |
|----------|------|------|-----------|---------------------------------------|--|
| Month    | Date | Year | Amount    | Expense Category                      | Description                                  |
| October  | 10   | 2019 | \$ 135.20 | Travel - Own Use (mileage)            | Professional Development                     |
| October  | 10   | 2019 | \$ 55.37  | Travel - Incidentals (parking, tolls) | Professional Development                     |
| October  | 10   | 2019 | \$ 282.05 | Travel - Accommodation                | Professional Development                     |
| January  | 14   | 2020 | \$ 28.00  | Travel - Own Use (mileage)            | PRHC Board Related Committee / Meeting       |
| January  | 15   | 2020 | \$ 28.00  | Travel - Own Use (mileage)            | PRHC Board Related Committee / Meeting       |
| January  | 16   | 2020 | \$ 28.00  | Travel - Own Use (mileage)            | PRHC Board Related Committee / Meeting       |
| January  | 22   | 2020 | \$ 28.00  | Travel - Own Use (mileage)            | PRHC Board Related Committee / Meeting       |
| February | 3    | 2020 | \$ 24.80  | Travel - Own Use (mileage)            | Attendance/Presentation at Community Meeting |
| February | 5    | 2020 | \$ 28.00  | Travel - Own Use (mileage)            | PRHC Board Related Committee / Meeting       |
| February | 12   | 2020 | \$ 28.00  | Travel - Own Use (mileage)            | PRHC Board Related Committee / Meeting       |
| February | 18   | 2020 | \$ 28.00  | Travel - Own Use (mileage)            | PRHC Board Related Committee / Meeting       |
| February | 19   | 2020 | \$ 28.00  | Travel - Own Use (mileage)            | PRHC Board Related Committee / Meeting       |
| March    | 2    | 2020 | \$ 28.00  | Travel - Own Use (mileage)            | PRHC Board Related Committee / Meeting       |
| March    | 3    | 2020 | \$ 20.00  | Travel - Own Use (mileage)            | Attendance/Presentation at Community Meeting |
| March    | 12   | 2020 | \$ 28.00  | 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.