

EXPENSE REPORTING FORM

Name: Matt Snyder

Title: VP & CHRO

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



Date					
Month	Date	Year	Amount	Expense Category	Description
November	2	2019	\$ 73.17	Meal	Business Meeting
November	4	2019	\$ 176.80	Travel - Own Use (mileage)	Professional Development
November	5	2019	\$ 12.42	Meal	Professional Development
December	3	2019	\$ 70.40	Travel - Own Use (mileage)	Business Meeting
December	10	2019	\$ 24.50	Travel - Train or Air Travel	Professional Development
January	14	2020	\$ 78.40	Travel - Own Use (mileage)	Business Meeting
January	14	2020	\$ 55.28	Meal	Business Meeting
January	14	2020	\$ 51.22	Travel - Incidentals (parking, tolls)	Business Meeting
January	15	2020	\$ 6.50	Travel - Taxi or Public Transportation	Business Meeting
January	15	2020	\$ 22.80	Travel - Train or Air Travel	Business Meeting
March	2	2020	\$ 6.50	Travel - Taxi or Public Transportation	Business Meeting
March	2	2020	\$ 15.09	Meal	Business Meeting
March	2	2020	\$ 24.50	Travel - Train or Air Travel	Business 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

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