

EXPENSE REPORTING FORM



Name: Mary Ferguson-Paré

Title: Board Member

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

Date			Amount	Expense Category	Description
Month	Date	Year			
November	12	2019	\$ 23.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
November	14	2019	\$ 24.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
November	21	2019	\$ 23.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
December	18	2019	\$ 23.20	Travel - Own Use (mileage)	Attendance/Presentation at Community Meeting
January	24	2020	\$ 23.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
January	29	2020	\$ 23.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
January	31	2020	\$ 23.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
February	12	2020	\$ 23.20	Travel - Own Use (mileage)	Attendance/Presentation at Community Meeting
February	18	2020	\$ 23.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
February	20	2020	\$ 23.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
February	21	2020	\$ 23.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
February	26	2020	\$ 23.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
March	2	2020	\$ 36.40	Travel - Own Use (mileage)	Attendance/Presentation at Community 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.