EXPENSE REPORTING FORM

Peterborough Regional Health Centre

Name: Dr. Nancy Martin-Ronson

Title: VP, CNE & CIO

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

Date					
Month	Date	Year	Amount	Expense Category	Description
October	9	2019	$ 65.60	Travel - Own Use (mileage)	Business Meeting
October	26	2019	$ 65.60	Travel - Own Use (mileage)	Business Meeting
November	6	2019	$ 65.60	Travel - Own Use (mileage)	Business Meeting
December	4	2019	$ 65.60	Travel - Own Use (mileage)	Business Meeting
December	18	2019	$ 65.60	Travel - Own Use (mileage)	Business Meeting
January	9	2019	$ 139.60	Meal	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 were incurred or any other relevant details.