

EXPENSE REPORTING FORM



Name: Dr. Peter McLaughlin

Title: President & CEO

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

Date			Amount	Expense Category	Description
Month	Date	Year			
October	2	2019	\$25.00	Travel - Incidentals (parking, tolls)	Attendance at MOHLTC/LHIN/Government Meeting
October	2	2019	\$106.40	Travel - Own Use (mileage)	Attendance at MOHLTC/LHIN/Government Meeting
October	22	2019	\$118.25	Meal	Business Meeting
October	22	2019	\$64.40	Travel - Own Use (mileage)	Business Meeting
November	22	2019	\$65.60	Travel - Own Use (mileage)	Business Meeting
January	28	2020	\$64.48	Travel - Own Use (mileage)	Business Meeting
February	18	2020	\$30.00	Travel - Incidentals (parking, tolls)	Professional Development
February	18	2020	\$109.60	Travel - Own Use (mileage)	Professional Development
March	2	2020	\$34.80	Travel - Own Use (mileage)	Attendance/Presentation at Community Meeting
March	3	2020	\$39.84	Travel - Own Use (mileage)	Attendance/Presentation at Community Meeting
March	6	2020	\$65.04	Travel - Own Use (mileage)	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