

EXPENSE REPORTING FORM



Name: Patrick McCarthy

Title: Board Member

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

Date					
Month	Date	Year	Amount	Expense Category	Description
October	9	2019	\$ 282.05	Travel - Accommodation	Professional Development
October	9	2019	\$ 32.00	Travel - Incidentals (parking, tolls)	Professional Development

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.