

EXPENSE REPORTING FORM

Name: Kate Farnell

Title: VP, CFO, CIO

Reporting Period: April 1 to September 30, 2020

Date			Amount	Expense Category	Description
Month	Date	Year			
September	30	2020	\$ 49.20	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 were incurred or any other relevant details.

A. McElroy

November 3, 2020 Kate Farnell, VP, CFO, CIO

[Signature]

OCT 08 2020

Select Form Type:

Employee Reimbursement

ALL EMPLOYEE REIMBURSEMENTS ARE PAID ELECTRONICALLY AND IN CANADIAN FUNDS

Name: FARNELL KATE 0702FK66201082020

Last Name First Name Invoice Number:

Middle Initial Invoice Date: 10-08-2020 Travel Policy Compliant: YES

nm-dd-yyyy TRAVEL POLICY 3.B.070 IS ON THE PRHC INTRANET

Comments: **September CIS Meeting Expenses**

Please fill in the Yellow fields. Fields in White do not need to be populated.
For assistance contact Plexxus Customer Support at 1-866-897-8812, option 1.

Date: mm-dd-yy	Type	Department #	Account #	Description	KM	Tax Type	Tax Amt	TOTAL
10-08-20	Other	711101000	4951004	Mileage: 123KM*0.40 = \$49.20		HST(13%)	5.66	49.20
							0.00	
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							0.00	
TOTAL							\$5.66	\$49.20

ALL OUT OF PROVINCE REIMBURSEMENTS MUST BE PRE-APPROVED

Requisition Signature: K. Farnell OCT 08 2020 kfarnell@prhc.on.ca

Print Signature Email Address

Authorization Signature: P. McLaughlin pmclaugh@prhc.on.ca

Print Signature Email Address

Complete highlighted sections, save and forward by email to apbws@plexxus.ca or select the "Click to Send" button.
Print one copy, attach all back-up, and forward to your Director/Manager for Approval.
Please forward approved hard copy and backup/receipts to Plexxus Finance for processing.



64 Valley View Dr, Millbrook, ON L0A 1G0 to 920
Champlain Court, Whitby, ON

Drive 61.5 km, 41 min

64 Valley View Dr

Millbrook, ON L0A 1G0

Get on ON-115 S from Fallis Line

4 min (2.5 km)

1. Head southwest on Valley View Dr toward Fallis Line
350 m
2. Turn right onto Fallis Line
1.4 km
3. Turn right onto Tapley Quarter Line
290 m
4. Turn left to merge onto ON-115 S toward Toronto
400 m

Follow ON-115 S and ON-401 W to Thickson Rd S/Durham Regional Rd 26 in Whitby. Take exit 412 from ON-401 W

33 min (56.9 km)

5. Merge onto ON-115 S
32.9 km
6. Use the right 2 lanes to merge onto ON-401 W toward Toronto
23.4 km
7. Use the right lane to take exit 412 for Regional Road 26/Thickson Road
550 m

Take Consumers Dr/Durham Regional Rd 25 and Champlain Ct to your destination

4 min (2.1 km)

8. Use the middle lane to turn right onto Thickson Rd S/Durham Regional Rd 26
240 m
9. Turn left onto Consumers Dr/Durham Regional Rd 25
850 m
10. Turn left onto Hopkins St
300 m
11. Turn right onto Champlain Ct
750 m

 12. Turn right

 Destination will be on the left

– 32 m

920 Champlain Ct

Whitby, ON L1N 6K9

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



920 Champlain Court, Whitby, ON to 64 Valley View Dr, Millbrook, ON L0A 1G0 Drive 61.8 km, 39 min

920 Champlain Ct

Whitby, ON L1N 6K9

Get on ON-401 E from Champlain Ct, Consumers Dr/Durham Regional Rd 25 and Thickson Rd S/Durham Regional Rd 26

6 min (3.7 km)

- ↑ 1. Head northwest toward Champlain Ct
32 m
- ↗ 2. Turn right
59 m
- ↗ 3. Turn right
120 m
- ↗ 4. Turn right toward Champlain Ct
190 m
- ↶ 5. Turn left onto Champlain Ct
450 m
- ↶ 6. Turn left onto Hopkins St
290 m
- ↗ 7. Turn right onto Consumers Dr/Durham Regional Rd 25
800 m
- ↗ 8. Turn right onto Thickson Rd S/Durham Regional Rd 26
450 m
- ⤴ 9. Use the right lane to merge onto ON-401 E via the ramp to Kingston
1.3 km

Follow ON-401 E and ON-115 N to Tapley Quarter Line in Cavan-Monaghan. Take the Tapley Quarter Line exit from ON-115 N

33 min (56.3 km)

- ⤴ 10. Merge onto ON-401 E
21.9 km
- ↘ 11. Use the right 2 lanes to take exit 436 for ON-35/ON-115 toward Lindsay/Peterborough
1.1 km
- ↑ 12. Continue onto ON-115 N/ON-35 N
Continue to follow ON-115 N
32.9 km
- ↘ 13. Take the Tapley Quarter Line exit
350 m

Take Fallis Line to Valley View Dr

2 min (1.8 km)

➡ 14. Turn right onto Tapley Quarter Line

78 m

⬅ 15. Turn left onto Fallis Line

1.4 km

⬅ 16. Turn left onto Valley View Dr

ⓘ Destination will be on the left

350 m

64 Valley View Dr

Millbrook, ON L0A 1G0

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