EXPENSE REPORTING FORM

PRHC
Peterborough Regional Health Centre

Name: Dr. Lynn Mikula

Title: Chief of Staff

Reporting Period: April 1 to September 30, 2020

Date					
Month	Date	Year	Amount	Expense Category	Description

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.

November 3, 2020