

EXPENSE REPORTING FORM



Name: Dr. Peter McLaughlin No Expenses to Report
Title: President & CEO
Reporting Period: April 1 to September 30, 2020

Date			Amount	Expense Category	Description
Month	Date	Year			

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

P. McLaughlin

November 3, 2020

McLaughlin