

**EXPENSE REPORTING FORM**

Name: Barry MacDougall                      No expenses to report

Title: Board Member

Reporting Period:      October 1, 2020 to March 31, 2021



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 were incurred or any other relevant details.