

EXPENSE REPORTING FORM

Name: Cheryl Coombes

Title: VP

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.

Cheryl Coombes, VP  Cheryl Coombes (Apr 26, 2021 11:49 EDT)

Apr 26, 2021


April 27, 2021







C. Coombes BPS_210423

Final Audit Report

2021-04-26

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