

**EXPENSE REPORTING FORM**



Name: Kate Farnell

Title: VP, CFO, CIO

Reporting Period: April 1 to September 30, 2020

Date					
Month	Date	Year	Amount	Expense Category	Description
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.