

EXPENSE REPORTING FORM

Name: Robert Gibson

Title: Board Member

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



Date					
Month	Date	Year	Amount	Expense Category	Description
October	1	2020	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
October	26	2020	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
November	16	2020	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
December	15	2020	\$ 27.20	Travel - Own Use (mileage)	PRHC Board Related Committee / 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.