EXPENSE REPORTING FORM

Name: Bev Ritchie No Expenses to Report

Title: Board Member

Reporting Period: April 1, 2021 to September 30, 2021

Date					
Month	**Date**	**Year**	**Amount**	**Expense Category**	**Description**

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.