

EXPENSE REPORTING FORM

Name: Noel Bennett

Title: AVP

Reporting Period: April 1, 2021 to September 30, 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

Noel Bennett, AVP


