

**EXPENSE REPORTING FORM**

Name: Sean Martin

Title: VP

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

Sean Martin, VP

