

**EXPENSE REPORTING FORM**

Name: Cheryl Coombes

Title: VP

Reporting Period: October 1, 2021 to March 31, 2022



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 were incurred or any other relevant details.

Cheryl Coombes, VP 

 04/25/2022