

**EXPENSE REPORTING FORM**



Name: Noel Bennett

Title: VP

Reporting Period: October 1, 2022 to March 31, 2023

Date			Amount	Expense Category	Description
Month	Date	Year			
March	24	2023	\$594.71	Travel - Train or Air Travel	Professional Development

**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, VP & CNE

*CMellegans*

April 19, 2023