

**EXPENSE REPORTING FORM**



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Title: EVP, CFO, CIO, CHRO

Reporting Period: April 1, 2023 to September 30, 2023

| Date  |      |      | Amount   | Expense Category                      | Description      |
|-------|------|------|----------|---------------------------------------|------------------|
| Month | Date | Year |          |                                       |                  |
| May   | 24   | 2023 | \$ 88.50 | Travel - Own Use (mileage)            | Business Meeting |
| May   | 24   | 2023 | \$ 6.00  | Travel - Incidentals (parking, tolls) | Business Meeting |

**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.

Kate Farnell, EVP, CFO, CIO, CHRO

Oct 18, 2023