

EXPENSE REPORTING FORM

Name: Caroline Gaffney

Title: Board Member

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



| Date | | | | | |
|-----------|------|------|----------|----------------------------|--|
| Month | Date | Year | Amount | Expense Category | Description |
| June | 28 | 2023 | \$ 25.00 | Travel - Own Use (mileage) | PRHC Board Related Committee / Meeting |
| August | 22 | 2023 | \$ 25.00 | Travel - Own Use (mileage) | PRHC Board Related Committee / Meeting |
| September | 27 | 2023 | \$ 25.00 | Travel - Own Use (mileage) | PRHC Board Related Committee / Meeting |
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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.

Michelle Mueller

Oct 18, 2023