

EXPENSE REPORTING FORM

Name: Jennifer Taylor

Title: VP & CFO

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

Date					
Month	Date	Year	Amount	Expense Category	Description
April	30	2023	\$ 22.80	Travel - Train or Air Travel	Professional Development
April	30	2023	\$ 16.94	Meal	Professional Development
May	5	2023	\$ 29.03	Meal	Professional Development
May	5	2023	\$ 50.96	Travel - Taxi or Public Transportation	Professional Development
May	5	2023	\$ 15.24	Travel - Taxi or Public Transportation	Professional Development
September	7	2023	\$ 32.90	Travel - Own Use (mileage)	Professional Development
September	13	2023	\$ 504.97	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 were incurred or any other relevant details.

Jen Taylor, VP & CFO



Michelle Mueller
Oct 18, 2023