

**EXPENSE REPORTING FORM**

Name: Caroline Gaffney                      No Expenses to Report

Title: Board Member

Reporting Period:     October 1, 2023 to March 31, 2024



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.

Michelle Mueller  
Michelle Mueller (Apr 25, 2024 15:37 EDT)