

EXPENSE REPORTING FORM



Name: Evan Lyons

Title: VP & CIO

Reporting Period: April 1, 2024 to September 30, 2024

Date					
Month	Date	Year	Amount	Expense Category	Description
May	22	2024	\$ 20.00	Travel - Incidentals (parking, tolls)	Professional Development
May	22	2024	\$ 61.60	Travel - Own Use (mileage)	Professional Development
May	23	2024	\$ 62.70	Travel - Own Use (mileage)	Professional Development
May	23	2024	\$ 28.00	Travel - Incidentals (parking, tolls)	Professional Development
June	6	2024	\$ 63.00	Travel - Own Use (mileage)	Business Meeting
June	6	2024	\$ 500.68	Travel - Train or Air Travel	Professional Development
June	6	2024	\$ 19.09	Travel - Train or Air Travel	Professional Development
June	6	2024	\$ 19.09	Travel - Train or Air Travel	Professional Development
June	6	2024	\$ 34.00	Travel - Incidentals (parking, tolls)	Business Meeting
July	3	2024	\$ 63.00	Travel - Own Use (mileage)	Business Meeting
July	12	2024	\$ 63.00	Travel - Own Use (mileage)	Business Meeting
July	25	2024	\$ 63.00	Travel - Own Use (mileage)	Business Meeting
July	25	2024	\$ 30.00	Travel - Incidentals (parking, tolls)	Business Meeting
August	18	2024	\$ 12.97	Travel - Taxi or Public Transportation	Professional Development
August	18	2024	\$ 21.19	Meal	Professional Development
August	18	2024	\$ 86.48	Travel - Taxi or Public Transportation	Professional Development
August	18	2024	\$ 65.21	Meal	Professional Development
August	18	2024	\$ 16.26	Meal	Professional Development
August	19	2024	\$ 16.33	Travel - Incidentals (parking, tolls)	Professional Development
August	19	2024	\$ 35.22	Meal	Professional Development
August	20	2024	\$ 26.63	Meal	Professional Development
August	20	2024	\$ 28.91	Travel - Incidentals (parking, tolls)	Professional Development
August	21	2024	\$ 20.02	Travel - Incidentals (parking, tolls)	Professional Development
August	21	2024	\$ 1,708.10	Travel - Accommodation	Professional Development
August	21	2024	\$ 73.29	Travel - Incidentals (parking, tolls)	Professional Development
August	21	2024	\$ 35.00	Travel - Own Use (mileage)	Business Meeting
September	27	2024	\$ 34.00	Travel - Incidentals (parking, tolls)	Business Meeting
September	27	2024	\$ 124.00	Travel - Own Use (mileage)	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.

Evan Lyons, VP & CIO Evan Lyons
 Evan Lyons (Oct 17, 2024 16:45 EDT)

A. Melley

11/04/2024

Reviewed by finance