

EXPENSE REPORTING FORM

Name: Noel Bennett

Title: VP & CNE

Reporting Period: October 1, 2024 to March 31, 2025



Date					
Month	Date	Year	Amount	Expense Category	Description
October	16	2024	\$ 639.89	Travel - Train or Air Travel	Professional Development
December	9	2024	\$ 93.35	Meal	Professional Development
December	12	2024	\$ 152.00	Travel - Incidentals (parking, tolls)	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

Noel Bennett, VP & CNE 

Noel Bennett

R Godard

Reviewed by finance 04/25/2025