

EXPENSE REPORTING FORM

Name: Caroline Gaffney
Title: Board Member
Reporting Period: October 1, 2024 to March 31, 2025



Date					
Month	Date	Year	Amount	Expense Category	Description
February	13	2025	\$ 33.00	Travel - Own Use (mileage)	PRHC Board Related Committee / Meeting
February	13	2025	\$ 150.58	Travel - Accommodation	PRHC Board Related Committee / Meeting
February	26	2025	\$ 25.00	Travel - Own Use (mileage)	PRHC Board Related Committee / 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.