

**PRHC**  
Peterborough Regional  
Health Centre

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

Date					
Month	Date	Year	Amount	Expense Category	Description

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.