

EXPENSE REPORTING FORM

Name: Cheryl Coombes

Title: VP

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



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.

Cheryl Coombes

Cheryl Coombes, VP

~~Cheryl Coombes~~

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Reviewed by finance 04/25/2025