

EXPENSE REPORTING FORM

Name: Paula Harrington

Title: VP & CHRO

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

Date					
Month	Date	Year	Amount	Expense Category	Description
October	18	2024	\$ 303.15	Travel - Train or Air Travel	Professional Development
November	18	2024	\$ 82.50	Travel - Own Use (mileage)	Professional Development
November	18	2024	\$ 19.18	Travel - Train or Air Travel	Professional Development
December	9	2024	\$ 143.00	Travel - Own Use (mileage)	Professional Development
December	11	2024	\$ 29.45	Meal	Professional Development
December	10	2024	\$ 102.19	Travel - Taxi or Public Transportation	Professional Development
December	12	2024	\$ 114.00	Travel - Incidentals (parking, tolls)	Professional Development
December	12	2024	\$ 1,331.61	Travel - Accommodation	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 were incurred or any other relevant details.

Paula Harrington, VP & CHRO 
[Paula Harrington \(Apr 9, 2025 13:43 EDT\)](#)*R Godard*

Reviewed by finance 04/25/2025