EXPENSE REPORTING FORM

Name: Karen Jensen No Expenses to report

Title: Board Member

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



Date					
Month	Date	Year	Amount	Expense Category	Description

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.