

**EXPENSE REPORTING FORM**

Name: Sean Martin

Title: VP

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

Date					
Month	Date	Year	Amount	Expense Category	Description
December	7	2024	\$ 1,378.84	Travel - Accommodation	Professional Development
December	7	2024	\$ 239.54	Travel - Taxi or Public Transportation	Professional Development
December	7	2024	\$ 45.12	Meal	Accommodation Allowance
December	7	2024	\$ 44.35	Meal	Accommodation Allowance
December	7	2024	\$ 102.99	Travel - Taxi or Public Transportation	Professional Development
December	8	2024	\$ 61.99	Meal	Accommodation Allowance
December	11	2024	\$ 385.46	Travel - Accommodation	Professional Development
December	11	2024	\$ 123.62	Meal	Accommodation Allowance
December	12	2024	\$ 94.01	Travel - Taxi or Public Transportation	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

Sean Martin, VP Sean Martin  
Sean Martin (Apr 15, 2025 10:01 EDT)

R Godard

Reviewed by finance 04/25/2025