

EXPENSE REPORTING FORM

Name: Dr. Lynn Mikula  
Title: President & CEO  
Reporting Period: October 1, 2024 to March 31, 2025



Date					
Month	Date	Year	Amount	Expense Category	Description
October	7	2024	\$759.11	Travel - Accommodation	Business Meeting
October	8	2024	\$32.17	Meal	Business Meeting
October	8	2024	\$32.17	Meal	Business Meeting
November	28	2024	\$41.85	Travel - Own Use (mileage)	Business Meeting
November	28	2024	\$41.85	Travel - Own Use (mileage)	Business Meeting
December	9	2024	\$130.62	Travel - Taxi or Public Transportation	Professional Development
December	9	2024	\$35.56	Meal	Professional Development
December	12	2024	\$68.52	Travel - Taxi or Public Transportation	Professional Development
December	12	2024	\$23.69	Meal	Professional Development
December	12	2024	\$152.00	Travel - Incidentals (parking, tolls)	Professional Development
December	8	2024	\$481.50	Travel - Accommodation	Professional Development
December	9	2024	\$728.82	Travel - Accommodation	Professional Development
December	10	2024	\$568.32	Travel - Accommodation	Professional Development
December	11	2024	\$466.77	Travel - Accommodation	Professional Development
December	9	2024	\$49.77	Meal	Professional Development
December	10	2024	\$29.42	Meal	Professional Development
December	11	2024	\$72.76	Meal	Professional Development
March	1	2025	\$463.90	Travel - Train or Air Travel	Business Meeting
March	1	2025	\$395.04	Travel - Train or Air Travel	Business Meeting
March	17	2025	\$194.60	Travel - Train or Air Travel	Business Meeting
March	18	2025	\$134.00	Travel - Own Use (mileage)	Business Meeting

**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.

Dr. Lynn Mikula  
President & CEO

  
Lynn Mikula

R Godard

Reviewed by finance

April 25, 2025