

EXPENSE REPORTING FORM

Name: Scott Milligan  
Title: Board Member  
Reporting Period: October 1, 2024 to March 31, 2025



Date					
Month	Date	Year	Amount	Expense Category	Description
October	24	2024	\$ 157.00	Travel - Own Use (mileage)	Professional Development
October	24	2024	\$ 103.10	Travel - Incidentals (parking, tolls)	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.