

**EXPENSE REPORTING FORM**

Name: Jennifer Taylor

Title: VP &amp; CFO

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

Date					
Month	Date	Year	Amount	Expense Category	Description
September	27	2024	\$ 40.04	Travel - Incidentals (parking, tolls)	Professional Development
October	22	2024	\$ 31.00	Travel - Own Use (mileage)	Business Meeting
November	18	2024	\$ 22.80	Travel - Train or Air Travel	Professional Development
November	18	2024	\$ 51.98	Meal	Professional Development
November	18	2024	\$ 83.00	Travel - Own Use (mileage)	Professional Development
January	13	2025	\$ 133.00	Travel - Own Use (mileage)	Professional Development
January	13	2025	\$ 36.30	Travel - Taxi or Public Transportation	Professional Development
January	17	2025	\$ 37.38	Meal	Professional Development
January	19	2025	\$ 20.00	Travel - Incidentals (parking, tolls)	Professional Development
January	19	2025	\$ 48.38	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.

Jen Taylor, VP & CFO Jennifer Taylor  
Jennifer Taylor (Apr 11, 2025 13:56 EDT)*R Godard*

Reviewed by finance 04/25/2025